Chapter 4 Documents

CONTRACT PROCESSING

DOCUMENTS

KABC   **Contracts By Agency and Buyer Code**

```
ENTER FUNCTION: ............ TRANS: KABC
                                                          DATE:
 CONTRACTS BY PURCHASING AGENCY AND BUYER CODE TABLE       TIME:
 KEY IS AGENCY NUMBER, BUYER CODE AND CONTRACT NUMBER      TERM:

 AGENCY........: ......  :
 BUYER CODE....: ...     :

          CONTRACT                        TITLE
          ..........
          ..........
          ..........
          ..........
          ..........
          ..........
          ..........
          ..........
          ..........
          ..........
          ..........
          ..........
          ..........
```

Purpose   The purpose of the Contracts by Agency and Buyer Code table is to provide the user with a
                         list of contracts and their titles for the Purchasing Agency and Buyer Code specified.
                         Access is granted only to those contracts for which the user has security access.

Screen
Characteristics   Inquire KONT Table.

Procedure
Cross-Reference   Chapter 2 Contract Processing,

                         10.1 Inquiry Process.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Agency	6	Unprotected. Key. If left blank the system will start the contract list with the first purchasing agency in the database. If specified the system will return the list for the agency specified.
Agency Title	35	Protected. Inferred. Title of the purchasing agency.
Buyer Code	3	Unprotected. Key. If left blank the system will start the contract list with the first buyer for the agency specified. If input the system will return the list for the buyer code specified.
Buyer Name	35	Protected. Inferred. Name of the buyer as provided from the Agency Buyer table.
Contract	13x10	Unprotected. Key. If left blank the system will start the contract list with the first contract for the agency and buyer specified. If input the system will return the list starting at the contract specified.
Contract Title	13x40	Protected. Inferred. Title of the contract as provided from the Contract table.

KANO   Contracts By Agency Number Table

```
ENTER FUNCTION: ............ TRANS: KANO
                                                              DATE:
 CONTRACTS BY PURCHASING AGENCY NUMBER TABLE                  TIME:
 KEY IS AGENCY NUMBER AND CONTRACT NUMBER                     TERM:

 AGENCY NUMBER.....: ...... :

          CONTRACT                           TITLE
          ..........
          ..........
          ..........
          ..........
          ..........
          ..........
          ..........
          ..........
          ..........
          ..........
          ..........
          ..........
          ..........
          ..........
```

Purpose   The purpose of the Contracts by Agency Number Table is to provide the user with a list of contracts and their titles for the agency specified. Access is granted only to those contracts for which the user has security access.

**Screen
Characteristics**   Inquire KONT Table.

**Procedure
Cross-Reference**   Chapter 2 Contract Processing,

                     10.1 Inquiry Process.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Agency Number	6	Unprotected. Key. May be blank. Specifies the agency for which a list is to be generated. If left blank, the system will start with the first agency number in the database.
Agency Title	35	Protected. Inferred. Title of the agency.
Contract	14x10	Unprotected. Key. If left blank the system will start the contract list with the first contract for the agency specified. If input the system will return the list starting at the number specified.
Contract Title	14x40	Protected. Inferred. Title of the contract as provided from the Contract table.

KARN   Contracts By Agency Requisition Number

```
ENTER FUNCTION: ............ TRANS: KARN
                                                         DATE:
 CONTRACTS BY PURCHASING AGENCY, REQUISITION NUMBER TABLE    TIME:
 KEY IS AGENCY NUMBER, AGENCY REQ NUMBER AND CONTRACT NUMBER   TERM:

 AGENCY NUMBER.....: ...... :
 AGENCY REQ NUMBER.: ..........

          CONTRACT                      TITLE
          ..........
          ..........
          ..........
          ..........
          ..........
          ..........
          ..........
          ..........
          ..........
          ..........
          ..........
          ..........
          ..........
```

Purpose	The purpose of the Contracts by Agency Requisition Number table is to provide the user with a list of contract numbers by any agency number and agency requisition number. Access is granted only to those contracts for which the user has security access.
Screen Characteristics	Inquire KONT Table.
Procedure Cross-Reference	Chapter 2 Contract Processing, 10.1 Inquiry Process.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Agency Number	6	Unprotected. Key. If left blank the system will generate the contract list starting with the first agency in the database. If specified the system will return the list for the agency specified.
Agency Number Title	35	Protected. Inferred. Title of the agency.
Agency Requisition Number	10	Unprotected. Key. If left blank, the system will start with the first agency requisition number for the specified agency. If specified the system will return the list for the agency requisition number specified.
Contract	13x10	Unprotected. Key. If left blank the system will start with the first contract number for the agency and agency requisition number specified. If input the system will return the list starting at the contract number specified.
Contract Title	13x40	Protected. Inferred. Title of the contract as provided from the Contract database.

KBST   **Contracts By Purchasing Agency, Buyer And Status Code**

```
ENTER FUNCTION: ............ TRANS: KBST
                                                         DATE:
 CONTRACTS BY PURCHASING AGENCY, BUYER AND STATUS CODE TABLE   TIME:
 KEY IS PURCHASING AGENCY NUMBER, BUYER CODE, STATUS CODE      TERM:
 AND CONTRACT NUMBER
 PURCHASING AGENCY....: ...... :
 BUYER CODE...........: ...    :

STATUS   CONTRACT                      TITLE              CHANGE DATE
 ...     ..........
 ...     ..........
 ...     ..........
 ...     ..........
 ...     ..........
 ...     ..........
 ...     ..........
 ...     ..........
 ...     ..........
 ...     ..........
 ...     ..........
 ...     ..........
```

Purpose   The purpose of the Contracts by Purchasing Agency, Buyer and Status Code table is to provide the user with a list of contracts and their titles, status codes, and change dates for the purchasing agency and buyer code specified. Access is granted only to those contracts for which the user has security access.

Screen
Characteristics   Inquire KONT Table.

Procedure
Cross-Reference   Chapter 2 Contract Processing,

                      10.1 Inquiry Process.

Field Completion

Field	Size	Description
Purchasing Agency	6	Unprotected. Key. If left blank the system will start the contract list with the first purchasing agency in the database. If input the system will return the list for the agency specified.
Purchasing Agency Title	35	Protected. Inferred. Title of the purchasing agency.
Buyer Code	3	Unprotected. Key. If left blank the system will start the contract list with the first buyer for the purchasing agency specified. If input the system will return the list for the buyer code specified.
Buyer Name	35	Protected. Inferred. Name of the buyer as provided in the Agency Buyer table.
Status	13x3	Unprotected. Key. If left blank the system will start the contract list with the smallest status code for the purchasing agency and buyer code specified. If input the system will return the list starting at the status code specified.
Contract	13x10	Unprotected. Key. If left blank the system will start the list with the first contract number for the status code, buyer code, and agency specified. If input the system will return the list starting at the contract number specified.
Contract Title	13x40	Protected. Inferred. Title of the Contract as provided from the Contract table.
Change Date	13x8	Protected. The date the contract was last changed.

KCIL   Contract Catalog Item Line Description

```
ENTER FUNCTION: ............ TRANS: KCIL
 CONTRACT CATALOG ITEM DESCRIPTION TABLE                    DATE:
 KEY IS CONTRACT NUMBER AND CONTRACT LINE                   TIME:
 CATALOG ITEM AND SUPPLYING VENDOR                          TERM:

 CONTRACT NUMBER....: .......... :
 CONTRACT LINE......: .....           CATALOG ITEM/INDICATOR:
 SUPPLYING VENDOR...: ......... ..:
 LINE STATUS........: ....... .       :

                 ---------1---------2---------3---------4
                 .........................................
                 .........................................
                 .........................................
                 .........................................
                 .........................................
                 .........................................
                 .........................................
                 .........................................
                 .........................................
                 .........................................
```

Purpose   The purpose of the Contract Catalog Item Line Description table is to allow the user to make inquires to the catalog item description for a given Contract line. Access to this screen is granted only to those contracts for which the user has security access.

**Screen
Characteristics**   Inquire KCIL Table.

**Procedure
Cross-Reference**   Chapter 2 Contract Processing,

                       10.1 Inquiry Process.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Contract Number	10	Unprotected. Key. Required. Specifies the contract number for which commodity specifications will be inquired.
Contract Title	40	Protected. The title of the contract as provided from the Contract database.
Contract Line	5	Unprotected. Key. Required. Specifies the contract line number for which catalog item descriptions will be viewed.
Catalog Item/Indicator	10/1	Unprotected. Key. Required. Specifies the catalog item number for which catalog descriptions will be viewed.
Supplying Vendor	9/2	Unprotected. Key. Required. Specifies the supplying vendor for which the contract line and catalog item specified.
Supplying Vendor Name	30	Protected. The name of the supplying vendor from the VEND table.
Line Status	3	Protected. The status code of the contract line.
Contract Line Status Title	30	Protected. An interpretation of the status code from BTAB Table SK (Status Code - Contract).
Text Line	10x40	Protected. Catalog Item description as shown through the order process.

KCIV   Contract Catalog Item by Supplying Vendor

```
ENTER FUNCTION: ............ TRANS: KCIV
 CONTRACT CATALOG ITEM BY SUPPLYING VENDOR TABLE              DATE:
 KEY IS SUPPLYING VENDOR, ORDER STATUS, CONTRACT NUMBER,      TIME:
 LINE AND CATALOG ITEM/INDICATOR                              TERM:

 SUPPLYING VENDOR.: ......... .. :
 ORDER STATUS.....: . :
                                                         DISC % OF
 CONTRACT        LINE   CAT. ITEM/IND       SSU      UOM     U/P      CATALOG

 ..........      .....   .......... .
 BRAND:                         MODEL:                   COMM NO:

 ..........      .....   .......... .
 BRAND:                         MODEL:                   COMM NO:

 ..........      .....   .......... .
 BRAND:                         MODEL:                   COMM NO:

 ..........      .....   .......... .
 BRAND:                         MODEL:                   COMM NO:
```

Purpose   The purpose of the Contract Catalog Item by Supplying Vendor is to provide the user with a list of contracts for a supplying vendor. Displayed for each line number is the ordering status, catalog item, standard shipping unit, unit of measure, unit price, discount percent off catalog and commodity number. Access is granted only to those contracts for which the user has security access.

Screen Characteristics   Inquire KLCT Table.

Procedure Cross-Reference   Chapter 2 Contract Processing,

10.1 Inquiry Process.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Supplying Vendor	9/2	Unprotected. Key. If left blank the system will start the contract line number list for the catalog item specified. If input the system will return the list for the supplying vendor specified.
Supplying Vendor Name	30	Protected. The name of the supplying vendor from the VEND table.
Order Status	1	Unprotected. Key. Ordering status of the KLCT record. If left blank the system will start the contract line list for the supplying vendor specified.
Order Status Title	30	Protected. Displays the ordering status title.
Contract Number 10		Unprotected. Key. If left blank the system will start the contract line number list for the supplying vendor and ordering status specified. If input the system will return the list for the contract number specified.
Line	5	Unprotected. Key. If left blank the system will start the contract line number list for the supplying vendor, ordering status and contract specified. If input the system will return the list for the contract line number specified.
Catalog Item/Indicator	10/1	Unprotected. Key. If left blank the system will start the contract line number list for the supplying vendor, ordering status, contract and contract line specified. If input the system will return the list for the catalog item/indicator specified.
SSU (Standard Shipping Unit)	8	Protected. Displays the standard shipping unit for the unit of measure specified.
UOM	5	Protected. Displays the unit of measure from the contract line.
U/P	7.5	Protected. Displays the confirmed unit price from the contract line.

Field Completion

Field	Size	Description
Disc % Of Catalog	3.2	Protected. Displays the discount percent off catalog from the contract line, if applicable.
Brand	20	Protected. Brand for the item on contract.
Model	20	Protected. Model for the item on contract.
Commodity Number	3/2/6	Protected. Commodity class, sub-class, and item number of the item on contract.

KCLU Contract Catalog Line Usage Table

```
ENTER FUNCTION: ........... TRANS: KCLU
                                                      DATE:
CONTRACT CATALOG LINE USAGE TABLE                     TIME:
KEY IS CONTRACT NUMBER, LINE NUMBER, FY,              TERM:
CAT. ITEM/IND AND SUPPLYING VENDOR

CONTRACT NUMBER..: ..........       :
LINE NUMBER......: .....            :
FISCAL YEAR......: ....
CAT ITEM/IND.....: .......... .     :
                                    :
SUPPLYING VENDOR.: ......... ..     :
QTY ORDERED    AMT ORDERED        QTY ORDERED    AMT ORDERED
 JAN                               FEB
 MAR                               APR
 MAY                               JUN
 JUL                               AUG
 SEP                               OCT
 NOV                               DEC

                    TOTALS FOR FY:
```

Purpose The purpose of the Contract Catalog Line Usage Table is to provide the user with the capability to inquire a contract catalog line's purchase activity by supplying vendor and show a monthly quantity and amount of usage.

**Screen
Characteristics** Inquire KCLU Table.

**Procedure
Cross-Reference** Chapter 2 Contract Processing,

10.1 Inquiry Process.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected: Maintained by system. Terminal ID logged on to transaction.
Contract Number	10	Unprotected. Key. Required. Specifies the contract number for which line information is to be inquired. May be left blank on inquiry.
Contract Title	2x40	Protected. The title of the contract as provided from the Contract table.
Line Number	5	Unprotected. Key. Required. Specifies the line number for which the inquiry is intended. May be left blank on inquiry.
FY	4	Unprotected. Key. Format is CCYY.
Cat. Item/Ind	10/1	Unprotected. Catalog Item on contract.
Catalog Item Description	2x40	Protected. First two lines of the catalog item description text record from the KCIL record.
Supplying Vendor	9/2	Unprotected. Key. Required. Specifies the supplying vendor for which the inquiry is intended. May be left blank on inquiry.
Supplying Vendor Name	30	Protected. The name of the vendor as provided from Vendor database.
Qty Ordered (1-12)	9.3	Protected. Inferred quantity ordered for the fiscal year and month from the ORDR Table record.
Amt Ordered (1-12)	9.2	Protected. Inferred amount ordered for the fiscal year, month from the ORDR Table record.
Jan	9.3/9.2	Protected. The sum of the values of all contract release orders for this catalog item made during January for the fiscal year shown.
Feb	9.3/9.2	Protected. The sum of the values of all contract release orders for this catalog item made during February for the fiscal year shown.

Field Completion

Field	Size	Description
Mar	9.3/9.2	Protected. The sum of the values of all contract release orders for this catalog item made during March for the fiscal year shown.
Apr	9.3/9.2	Protected. The sum of the values of all contract release orders for this catalog item made during April for the fiscal year shown.
May	9.3/9.2	Protected. The sum of the values of all contract release orders for this catalog item made during May for the fiscal year shown.
Jun	9.3/9.2	Protected. The sum of the values of all contract release orders for this catalog item made during June for the fiscal year shown.
Jul	9.3/9.2	Protected. The sum of the values of all contract release orders for this catalog item made during July for the fiscal year shown.
Aug	9.3/9.2	Protected. The sum of the values of all contract release orders for this catalog item made during August for the fiscal year shown.
Sep	9.3/9.2	Protected. The sum of the values of all contract release orders for this catalog item made during September for the fiscal year shown.
Oct	9.3/9.2	Protected. The sum of the values of all contract release orders for this catalog item made during October for the fiscal year shown.
Nov	9.3/9.2	Protected. The sum of the values of all contract release orders for this catalog item made during November for the fiscal year shown.
Dec	9.3/9.2	Protected. The sum of the values of all contract release orders for this catalog item made during December for the fiscal year shown.
Totals for FY	9.3/9.2	Protected. The sum of the values of all contract release orders for this catalog item for all months displayed for the fiscal year shown.

KCSV   **Contract Supplying Vendor By Catalog Item**

```
ENTER FUNCTION: ............ TRANS: KCSV
 CONTRACT SUPPLYING VENDOR BY CATALOG ITEM TABLE                DATE:
 KEY IS CATALOG ITEM, ORDER STATUS, CONTRACT,                   TIME:
 LINE AND SUPPLYING VENDOR                                      TERM:

 CATALOG ITEM/IND.:.......... . :
                                 :
 ORDER STATUS.....: . :
 CONTRACT                                             DISC % OF
 SUPPLYING VEND  LINE   COMMODITY NO.    SSU    UOM      U/P    CATALOG

 ..........    .....
 .......... .. :
 BRAND:                    MODEL:
 ..........    .....
 .......... .. :
 BRAND:                    MODEL:
 ..........    .....
 .......... .. :
 BRAND:                    MODEL:




```

Purpose   The purpose of the Contract Supplying Vendor by Catalog Item table is to provide the user
with a list of contract supplying vendors by their catalog items.   Displayed for each line
number is the ordering status, commodity number, standard shipping unit, unit of measure,
unit price, discount percent off catalog. Access is granted only to those contracts for which
the user has security access.

**Screen
Characteristics**   Inquire KLCT Table.

**Procedure
Cross-Reference**   Chapter 2 Contract Processing,

10.1 Inquiry Process.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Catalog Item/Ind	10/1	Unprotected. Key. If left blank the system will start the contract line number list for the supplying vendor specified. If input the system will return the list for the catalog item specified.
Catalog Item Description	2x40	Protected. First line of the catalog item description from the KCIL.
Ordering Status	1	Unprotected. Key. Ordering status of the KLCT record. If left blank the system will start the contract line list for the supplying vendor specified.
Order Status Title	30	Protected. Displays the ordering status title.
Contract Number	10	Unprotected. Key. If left blank the system will start the contract line number list for the catalog item/indicator and ordering status specified. If input the system will return the list for the contract number specified.
Line	5	Unprotected. Key. If left blank the system will start the contract line number list for the catalog item/indicator, ordering status, and contract specified. If input the system will return the list for the contract line number specified.
Supplying Vendor	9/2	Unprotected. Key. If left blank the system will start the contract line number list for the catalog item/indicator, ordering status, contract and contract line specified. If input the system will return the list for the supplying vendor specified.
Supplying Vendor Name	30	Protected. The name of the supplying vendor from the VEND table.
Commodity Number	3/2/6	Protected. Commodity class, sub-class, and item number of the item on contract.
SSU (Standard Shipping Unit)	8	Protected. Displays the standard shipping unit for the unit of measure specified.

Field	Size	Description
UOM	5	Protected. Displays the unit of measure from the contract line.
U/P	7.5	Protected. Displays the confirmed unit price from the contract line.
Disc % Off Catalog	3.2	Protected. Displays the discount percent off catalog from the contract line, if applicable.
Brand	20	Protected. Brand of item on contract.
Model	20	Protected. Model of item on contract.

KDEC   Contract Commodity by Description

```
ENTER FUNCTION: ............ TRANS: KDEC

CONTRACT COMMODITIES BY DESCRIPTION TABLE
KEY IS DESCRIPTION, COMM. NUMBER, CONTRACT
AND LINE NUMBER

          DESCRIPTION              CLASS SUB  ITEM   CONTRACT   LINE
                                                                UOM
 ..............................     ...   ..  ......  .........  .....
 ..............................                                  .....

 ..............................     ...   ..  ......  .........  .....
 ..............................                                  .....

 ..............................     ...   ..  ......  .........  .....
 ..............................                                  .....

 ..............................     ...   ..  ......  .........  .....
 ..............................                                  .....

 ..............................     ...   ..  ......  .........  .....
 ..............................                                  .....
```

Purpose   The purpose of the Contract Commodity by Description table is to provide the user with a list
of commodity numbers by the contract commodity description. Displayed for each
commodity description is the commodity number, class/sub-class/item number, contract, line
number, and unit of measure. Access is granted only to those contracts for which the user
has security access.

Screen
Characteristics   Inquire KDEC Table.

Procedure
Cross-Reference   Chapter 2 Contract Processing,

10.1 Inquiry Process.

Field Completion

Field	Size	Description
Description	1x40	Unprotected. Key. If left blank the system will return with the first description line in the contract database (KMOD OR CSPC, which ever is applicable). If input the system will return with the commodity description specified.
Description 2	1x40	Protected
Class	3	Unprotected. Key. If left blank the system will return with the first class designation for the description specified.
Sub	2	Unprotected. Key. If left blank the system will return with the first sub-class record for the class and description specified..
Item	6	Unprotected. Key. If left blank the system will return with the first item number for the class, sub-class, and description specified.
Contract Number	10	Unprotected. Contract number for the commodity specified.
Line	5	Unprotected. Displays the contract line number associated with the contract number.
UOM	5	Protected. Displays the unit of measure from the contract line.

KDTE   Contract By Re-Procurement Date Table

```
ENTER FUNCTION: ............ TRANS: KDTE
                                                        DATE:
 CONTRACTS BY RE-PROCUREMENT DATE TABLE                 TIME:
 KEY IS RE-PROCUREMENT DATE AND CONTRACT NUMBER         TERM:

 RE-PROCUREMENT DATE.: ..........

 CONTRACT                     TITLE                NEW SOL    NEW REQ
 ..........
 ..........
 ..........
 ..........
 ..........
 ..........
 ..........
 ..........
 ..........
 ..........
 ..........
 ..........
 ..........
 ..........
```

Purpose
The purpose of the Contract by Re-Procurement Date table is to provide the user with a list of contracts and their titles for the re-procurement date specified. For further detail the user can leaf to the KONT table.

Screen Characteristics
Inquire KONT Table.

Procedure Cross-Reference
Chapter 2 Contract Processing,

10.1 Inquiry Process.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Re-Procurement Date	10	Unprotected. Key. Required. If left blank the system will start with the first re-procurement date in the database. If input the system will return will the list of contracts for that date. Format is CCYY MM DD.
Contract	14x10	Unprotected. Key. If left blank the system will start the contract list with the first contract for the re-procurement date specified. If input the system will return the list starting at the contract specified.
Contract Title	14x40	Protected. The title of the contract as provided from the Contract table.
New Sol	14x10	Protected. Inferred new solicitation number for re-procurement.
New Req	14x10	Protected. Inferred new requisition number for re-procurement.

KLBN   Contract Line By Brand and Model

```
ENTER FUNCTION: ............ TRANS: KLBN
                                                              DATE:
 CONTRACT LINE BY BRAND AND MODEL TABLE                       TIME:
 KEY IS BRAND NAME, MODEL, AND CONTRACT NUMBER                TERM:


 BRAND NAME..: ....................
 MODEL.......: ....................

                                   ORDERING                PERCENT OFF
 CONTRACT      LINE    COMMODITY     STATUS   UNIT  UNIT PRICE   CATALOG
 ..........
 ..........
 ..........
 ..........
 ..........
 ..........
 ..........
 ..........
 ..........
 ..........
```

Purpose   The purpose of the Contract Line by Brand and Model Table is to provide the user with a list
                         of contract items for a vendor's brand name and model number. Displayed for each line
                         number is the commodity code, status, unit of measure, and unit price. Access is granted
                         only to those contracts for which the user has security access.

Screen
Characteristics   Inquire KLIN Table.

Procedure
Cross-Reference   Chapter 2 Contract Processing,

                         10.1 Inquiry Process.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Brand Name	20	Unprotected. Key. If left blank the system will start the contract line number list for the model specified. If input the system will return the list for the brand name specified.
Model	20	Unprotected. Key. If left blank the system will start the contract line number list for the brand name specified. If input the system will return the list for the model specified.
Contract Number	10	Unprotected. Display of the contract number(s) associated with the brand name and model.
Line	10x5	Protected. Display the contract line number associated with the contract number.
Commodity	10x11	Protected. Displays the class, sub-class, and item number of the commodity for the specified line number.
Status Ord Line	10x3	Protected. Displays the ordering status of the contract line.
Unit	10x5	Protected. Displays the unit of measure from the contract line.
Unit Price	10x7.5	Protected. Displays the confirmed unit price from the contract line.
Percent Off Catalog	10x3.2	Protected. Displays the percent off catalog from the contract line, if applicable.

KLCB   Contract Line By Catalog Brand and Model

```
ENTER FUNCTION: ............ TRANS: KLCB

CONTRACT LINE BY CATALOG BRAND AND MODEL TABLE                 DATE:
KEY IS BRAND NAME, MODEL, ORDER STATUS, CONTRACT,              TIME:
LINE, CATALOG ITEM/INDICATOR AND SUPPLYING VENDOR             TERM:

BRAND NAME......: ....................
MODEL...........: ....................
ORDER STATUS....: . :
CONTRACT                                                      DISC % OF
SUPPLYING VEND  LINE   CAT. ITEM/IND    SSU     UOM      U/P   CATALOG

..........      .....  .......... .
.......... .. :
COMMODITY NO.:

..........      .....  .......... .
.......... .. :
COMMODITY NO.:

..........      .....  .......... .
.......... .. :
COMMODITY NO.:
```

Purpose   The purpose of the Contract Line by Catalog Brand and Model Table is to provide the user
                       with a list of contract items for a supplying vendor's catalog brand name and model numbers.
                       Displayed for each line number is the ordering status, catalog item code, standard shipping
                       unit, unit of measure, unit price, discount percent off catalog and commodity number.
                       Access is granted only to those contracts for which the user has security access.

**Screen
Characteristics**   Inquire KLCT Table.

**Procedure
Cross-Reference**   Chapter 2 Contract Processing,

                       10.1 Inquiry Process.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Brand Name	20	Unprotected. Key. If left blank the system will start the contract line number list for the model specified. If input the system will return the list for the brand name specified.
Model	20	Unprotected. Key. If left blank the system will start the contract line number list for the brand name specified. If input the system will return the list for the model specified.
Order Status	1	Unprotected. Key. Ordering status of the KLCT record. If left blank the system will start the contract line list for the brand or model specified.
Order Status Title	30	Protected. Displays the ordering status title.
Contract Number	10	Unprotected. Key. If left blank the system will start the contract line number list for the brand, model, and ordering status specified. If input the system will return the list for the contract specified.
Line	5	Unprotected. Key. If left blank the system will start the contract line number list for the brand, model, ordering status and contract specified. If input the system will return the list for the contract line number specified.
Cat. Item/Ind	10/1	Unprotected. Key. If left blank the system will start the contract line number list for the brand, model, ordering status, contract and contract line specified. If input the system will return the list for the catalog item/indicator specified.
Supplying Vendor	9/2	Unprotected. Key. If left blank the system will start the contract line number list for the brand, model, ordering status, contract, contract line and catalog item/indicator specified. If input the system will return the list for the supplying vendor specified.
Supplying Vendor Name	30	Protected. The name of the supplying vendor from the VEND table.

Field Completion

Field	Size	Description
SSU (Standard Shipping Unit)	8	Protected. Displays the standard shipping unit for the unit of measure specified.
UOM	5	Protected. Displays the unit of measure from the contract line.
U/P	7.5	Protected. Displays the confirmed unit price from the contract line.
Disc % Off Catalog	3.3	Protected. Displays the discount percent off catalog from the contract line, if applicable.
Commodity No.	3/2/6	Protected. Displays the commodity number of the contract and line number specified.

KLCT   Contract Line Catalog Data

```
 ENTER FUNCTION: ............ TRANS: KLCT
 CONTRACT LINE CATALOG DATA                                      DATE:
 KEY IS CONTRACT NUMBER, LINE NUMBER, CAT. ITEM                  TIME:
 AND SUPPLYING VENDOR                                            TERM:

 CONTRACT NUMBER.....: .......... :
 LINE NUMBER........: .....
 CATALOG ITEM/IND....: .......... . :

 SUPPLYING VENDOR....: ......... .. :
 COMMODITY NUMBER....: ... .. ...... :
 SSU ................:
 UNIT OF MEASURE.....:      :
 UNIT PRICE..........:                  BASE UNIT PRICE.:
 DISCOUNT % OFF CAT..:                  BASE DISCOUNT % OFF CAT.:
 BRAND NAME..........: ................... MODEL...: ...................
 SHIP TO AGENCY......: ...... :
 SHIP TO SUB-AGENCY..: ...... :
 ORDERING STATUS.....: .       :
 RECORD ACTION.......:         :
 BEGIN DATE..........: ....... END DATE..: ........ CALC. PRICE.: ..........
 USERID LAST CHANGE..:                  DATE LAST CHANGE:
```

Purpose   The purpose of the Contract Line Catalog Data table is to display information loaded via electronic file for supplying vendors and to provide the user with the capability to change information on the supplying vendor's catalog contract lines or to inquire existing lines. Access is granted only to those contracts for which the user has security access.

**Screen
Characteristics**   Change and Inquire KLCT Table.

**Procedure
Cross-Reference**   Chapter 2 Contract Processing;

                       9.1 Change Contract Line Catalog Data
                       9.2 Maintain Contract Line Catalog Data Ordering Status
                       9.3 Inquire Contract Line Catalog Data

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Contract Number	10	Unprotected. Key. Specifies the contract number for which line information is to be changed. If left blank on inquiry will return with first contract in database.
Contract Title	2x40	Protected. The title of the contract as provided from the Contract table.
Line Number	5	Unprotected. Key. Specifies the line number for which the change or inquiry is intended. If left blank on inquiry will return with first line for specified contract.
Catalog Item/Ind	10/1	Protected. Indicates the supplying vendor's catalog item number and multiple (tier) pricing for the same catalog item.
Catalog Description	2x40	Protected. First two lines of the catalog item description text record for this catalog item number.
Supplying Vendor	9/2	Unprotected. Key. Specifies the supplying vendor number for which line information is related. If left blank on inquiry will return with first vendor for specified contract.
Supplying Vendor Name	30	Protected. The name of the supplying vendor from the VEND table.
Commodity Number	3/2/6	Protected. Display only. Reflects the Commodity class, sub-class, and item number of the Prime/Consortium vendor from the KLI2 record.
Commodity Description	2x40	Protected. First two lines of the commodity specification text record for this commodity number.
Unit of Measure	5	Protected. Display only. Reflects the contract unit of measure of the Prime/Consortium vendor from the KLI2 record.
Unit of Measure Title	30	Protected. An interpretation of the unit of measure code from BTAB Table UM (Unit of Measure).

Field	Size	Description
SSU (Standard Shipping Unit)	14	Protected. Display only. Reflects the standard shipping unit for the unit of measure listed on the KLI2 record. An example would be 100 each or 100/case for a UOM = case.
Unit Price	7.5	Protected. This reflects the price by the supplying vendor if straight pricing is used or the unit price of the Prime/Consortium vendor from the KLI2 record if discount percent off catalog is used by supplying vendor.
Base Unit Price	7.5	Protected. Display only. The Prime/Consortium vendor's unit price from the KLI2 record.
Disc % Off Catalog	3.2	Protected. Reflects the agreed upon percentage (discount/markup) of a catalog price for this contract line item by the supplying vendor or the agreed upon percentage of a catalog price of the Prime/Consortium vendor from the KLI2 record if straight pricing is used by the supplying vendor.
Base Disc % Off Cat	3.2	Protected. Display only. The Prime/Consortium vendor's discount percent price from the KLI2 record.
Brand Name	20	Unprotected. If used it would reflect the brand name of the catalog item for which the contract is placed. May be blank.
Model	20	Unprotected. If used it would reflect the model of the catalog item for which the contract is placed. May be blank.
Ship To Agency	6	Unprotected. This is the agency to which the catalog items will be shipped. This field can also be populated with a 'GR' series indicator to signify a group of participating agencies or an **R** series indicator to signify a region of participating agencies.
Ship To Agency Title	35	Protected. The title of the agency as provided from the Agency table.
Ship To Sub-agency	6	Unprotected. This is the delivery agency address to which the catalog item will be shipped. If Ship-To Agency is populated with a group or region designator this field is blank.
Ship To Sub-agency Title	35	Protected. The title of the sub-agency as provided the Agency Address table.
Ordering Status	1	Unprotected. This code reflects ability of the user to utilize the catalog item. Is defaulted to status code **1**, if consortium indicator is A (add). Is defaulted to status

Field Completion

Field	Size	Description
		code **2** if consortium indicator is I (inactive) or if the Record Action is I (inactive). Allowable entries are **1, 2, 3**, or **4**.
Ordering Status Title	30	Protected. The interpretation of the ordering status from BTAB Table CO (Contract Ordering Status).
Record Action	1	Protected. Used to indicate, when electronically loaded, if the record was A (added new), or R (replaced existing).
Record Action Title	30	Protected. The interpretation of record action from BTAB table RT (Record Action).
Begin Date	8	Unprotected. Used to indicate the effective date for ordering this catalog item.
End Date	8	Unprotected. Used to indicate the date ordering must stop for this catalog item.
Calc Price	14	Protected. Actual price to be paid after any discounts.
Userid Last Changed	8	Protected. User ID used to make the last record change.
Date Last Change	8	Protected. Date of last change to this contract line record.

KLIN   Contract Line Table #1

```
ENTER FUNCTION: ............ TRANS: KLIN
                                                        DATE:
 CONTRACT LINE TABLE #1                                 TIME:
 KEY IS CONTRACT NUMBER AND LINE NUMBER                 TERM:

 CONTRACT: .......... :

 STATUS..:              :

                      ORDERING                    PERCENT OFF
 LINE NBR              STATUS    UNIT   UNIT PRICE    CATALOG
 .....
 COMMODITY NO : ... .. ......:

 .....
 COMMODITY NO : ... .. ......:

 .....
 COMMODITY NO : ... .. ......:
```

Purpose   The purpose of the Contract Line Table #1 is to provide the user with a list of line numbers
                       for a given contract. Displayed for each line number is the commodity code, status, quantity,
                       unit of measure, and unit price. Access is granted only to those contracts for which the user
                       has security access.

**Screen
Characteristics**   Inquire KLIN Table.

**Procedure
Cross-Reference**   Chapter 2 Contract Processing,

                       10.1 Inquiry Process.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Contract	10	Unprotected. Key. If left blank the system will start the contract line number list with the first contract number in the database. If input the system will return the list for the contract number specified.
Contract Title	2x40	Protected. The title of the contract as provided from the Contract table.
Status	3	Protected. The status of the contract as provided from the Contract database.
Contract Status Title	30	Protected. The interpretation of the contract status from BTAB Table SK (Status Code - Contract).
Line	3x5	Unprotected. Key. If left blank the system will start with the first line number for the contract specified. If input the system will return the list for the contract line number specified.
Commodity	3x11	Protected. Displays the class, sub-class, and item number of the commodity for the specified line number.
Commodity Desc 1	3x40	Protected. Displays the first line of commodity description from the contract line.
Commodity Desc 2	3x40	Protected. Displays the second line of commodity description from the contract line.
Ordering Status	3x3	Protected. Displays the ordering status of the contract line.
Unit	3x5	Protected. Displays the unit of measure from the contract line.
Unit Price	3x7.5	Protected. Displays the confirmed unit price from the contract line.
Percent Off Catalog	3x3.2	Protected. Displays the percent off catalog from the contract line, if applicable.

KLI2   Contract Line Table #2

```
ENTER FUNCTION: ............ TRANS: KLI2
CONTRACT LINE NUMBER TABLE #2                                  DATE:
KEY IS CONTRACT NUMBER AND LINE NUMBER                         TIME:
                                                              TERM:
CONTRACT NUMBER....: .......... :

LINE NUMBER........: .....
STATUS CODE........: ...        :
STATUS CHANGE DATE.:
COMMODITY NUMBER...: ... .. ..... :

FROM QUANTITY......: ..........        TO QUANTITY....: ..........
UNIT OF MEASURE....: .....:           SSU: .............
UNIT PRICE.........: ..............   EXTENDED AMOUNT:
DISCOUNT % OFF CAT.: ......  NO COST: .  TAXABLE ITEM.: .
BRAND NAME.........: ...................  MODEL...: ....................
SHIP TO AGENCY.....: ......     :
SHIP TO SUB-AGENCY.: ......     :
DAYS ARO: ...   WEEKS ARO: ...   DELIVERY TERMS: ...................
ORDERING STATUS....: .         :
BEGIN DATE.........: ........           END DATE......: ........
USERID LAST CHANGED:                    DATE LAST CHANGED:
```

Purpose   The purpose of the Contract Line Table #2 is to provide the user with the capability to change information on contract lines or to inquire existing lines. Access is granted only to those contracts for which the user has security access.

**Screen
Characteristics**   Add, Change, Delete and Inquire KLIN Table.

**Procedure
Cross-Reference**   Chapter 2 Contract Processing;

                     2.1 Add Contract Line Tale
                     2.2 Change Contract Line Table
                     2.3 Maintain Contract Line Ordering Status
                     2.4 Inquire Contract Line Table

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Contract Number	10	Unprotected. Key. Required. Specifies the contract number for which line information is to be changed. May be left blank on inquiry.
Contract Title	2x40	Protected. The title of the contract as provided from the Contract table.
Line Number	5	Unprotected. Key. Required. Specifies the line number for which the change or inquiry is intended.
Status Code	3	Unprotected. Reflects the status code of the contract line. Defaults to status code **505** on add.
Status Code Title	30	Protected. An interpretation of the status code from BTAB Table SK. (Status Code - Contract).
Status Change Date	8	Protected. Date the status code was last changed.
Commodity Number	3/2/6	Unprotected. Commodity class, sub-class, and item number of the item on contract.
Commodity Description	2x40	Protected. First two lines of the commodity specification text record for this commodity number.
From Quantity	6.3	Unprotected. On a variable contract, the lowest quantity that can be bought for the price indicated.
To Quantity	6.3	Unprotected. The upper range of the contract quantity for the pricing structure.
Unit of Measure	5	Unprotected. Reflects the contract unit of measure.
Unit of Measure Title	30	Protected. An interpretation of the unit of measure code from BTAB Table UM (Unit of Measure).

Field Completion

Field	Size	Description
SSU (Standard Shipping Unit)	14	Unprotected. Reflects the standard shipping unit for the unit of measure listed. An example would be 100 each or 100/case for a UOM = case.
Unit Price	7.5	Unprotected. This reflects the price by the vendor if straight pricing is used.
Extended Amount	9.2	Protected. Calculated by the system as 'From Quantity' times 'Unit Price'.
Discount % Off Catalog	3.2	Unprotected. Reflects the agreed upon percentage (discount/markup) of a catalog price for this contract line item. If the discount percent is shown as 50% it should be assumed the discount is 50% off the catalog price. If the discount percent is shown as 150% it should be assumed the catalog price will be marked up 50%.
No Cost	1	Unprotected. Used to indicate if a contract line commodity is no cost. Defaults to **N** on add. If **Y** and both unit price and Disc % Off Cat are '0', it is no cost. If **N** and both unit price and Disc % Off Cat are '0', it is 0% Discount off catalog.
Taxable Item	1	Unprotected. Indicator which signifies if this is a taxable item. Must be **Y** or **N**.
Brand Name	20	Unprotected. If used it would reflect the brand name of the item for which the contract is placed. May be blank.
Model	20	Unprotected. If used it would reflect the model of the item for which the contract is placed. May be blank.
Ship To Agency	6	Unprotected. This is the agency to which the items will be shipped. This field can also be populated with a 'GR' series indicator to signify a group of participating agencies or an **R** series indicator to signify a region of participating agencies.
Ship To Agency Title	35	Protected. The title of the agency as provided from the Agency table.
Ship To Sub-agency	6	Unprotected. This is the delivery agency address to which the item will be shipped. If Ship-To Agency is populated with a group or region designator this field is blank.
Ship To Sub-agency Title	35	Protected. The title of the sub-agency as provided the Agency Address table.
Days ARO	3	Unprotected. Reflects the agreed upon time frame to ship after the vendor receives the order.

Field Completion

Field	Size	Description
Weeks ARO	3	Unprotected. Reflects the agreed upon time frame to ship after the vendor receives the order. If Days ARO is filled this field is blank.
Delivery Terms	20	Unprotected. Reflects the delivery terms that were agreed upon.
Ordering Status	1	Unprotected. This code reflects ability of the user to utilize the contract. Defaults to status code **1** on add. Allowable entries are **1, 2, 3**, or **4**.
Ordering Status Title	30	Protected. The interpretation of the ordering status from BTAB Table CO (Contract Ordering Status).
Begin Date	8	Unprotected. Used to indicate the effective date for ordering this contract line.
End Date	8	Unprotected. Used to indicate the date ordering must stop for this contract line.
Userid Last Changed	8	Protected. User ID used to make the last record change.
Date Last Change	8	Protected. Date of last change to this contract line record.

KLPC   Contract Line Price Change

```
ENTER FUNCTION: ............ TRANS: KLPC
                                                            DATE:
CONTRACT LINE PRICE CHANGE                                  TIME:
KEY IS CONTRACT NUMBER, LINE NUMBER AND DATE                TERM:

CONTRACT NUMBER......: .......... :
                                  :
LINE NUMBER..........: .....
STATUS CODE..........:               :
STATUS CHANGE DATE...:
COMMODITY CODE.......:                   :
                                         :
ORIGINAL UNIT PRICE..:
ORIGINAL DISC OFF CAT:

 EFFECTIVE       UNIT      DISCOUNT --LAST    CHANGED-- LAST    --LINE UPDATE--
   AFTER        PRICE      OFF CAT  USER        DATE   OPTN      DATE   FLAG
 .... .. .. ............... ......
 .... .. .. ............... ......
 .... .. .. ............... ......
 .... .. .. ............... ......
 .... .. .. ............... ......
```

Purpose   The purpose of the Contract Line Price Line table is to provide the user with the capability to
                       add, change, delete and inquire a predetermined price change for a contract line. Access if
                       granted only to those contracts for which the user has security access.

**Screen
Characteristics**   Add, Change, Delete and Inquire KLPC Table.

**Procedure
Cross-Reference**   Chapter 2 Contract Processing,

                       2.13 Contract Line Price Adjustment.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Contract Number	10	Unprotected. Key. Required. Specifies the contract number for which line information is to be changed. May be left blank on inquiry.
Contract Title	2x40	Protected. The title of the contract as provided from the Contract table.
Line Number	5	Unprotected. Key. Required. Specifies the line number for which the change or inquiry is intended.
Status Code	3	Protected. Reflects the status code of the contract line.
Status Code Title	30	Protected. An interpretation of the status code from BTAB Table SK. (Status Code - Contract).
Status Change Date	8	Protected. Date the status code was last changed.
Commodity Code	11	Protected. Commodity class, sub-class, and item number of the item on contract.
Commodity Description	40x2	Protected. First two lines of the commodity specification text record for this commodity number.
Original Unit Price	($\pm$)7.5	Protected. The original unit price from KLIN.
Original Disc Off Cat	3.2	Protected. The original percent off catalog from KLIN.
Effective After	10	Unprotected. Key. Required for change. The date after which the price change will be effective. If left blank on inquiry, will display the first effective after date in the database. Format is CCYY MM DD.
Unit Price	($\pm$)7.5	Unprotected. The effective unit price as of the effective date.
Discount Off Cat	3.2	Unprotected. The contract catalog discount applied to the unit price.

Field Completion

Field	Size	Description
Last User	4	Protected. Maintained by the system with the Function Line User ID.
Changed Date	8	Protected. Maintained by the system.
Last Optn	1	Protected. This indicator is used to reflect if the price change is for the last option period. Entries are **Y** or **N**. Maintained by the system.
Line Date	8	Protected. The date that the adjustment is made to the contract line.
Update Flag	1	Protected. Set to **Y** by the system at the time the adjustment is made.

KLUM   Contract Line Unit Of Measure Table

```
ENTER FUNCTION: ............ TRANS: KLUM
                                                    DATE:
CONTRACT LINE UNIT OF MEASURE TABLE                 TIME:
KEY IS CONTRACT NUMBER, LINE NUMBER, FY AND UNIT OF MEASURE  TERM:

CONTRACT NUMBER..: ..........       :
                                    :
LINE NUMBER......: .....
COMMODITY CODE...:                  :
                                    :

FY    UNIT OF MEASURE   QUANTITY ORDERED   AMOUNT ORDERED
....      .....
....      .....
....      .....
....      .....
....      .....
....      .....
....      .....
....      .....
....      .....
....      .....
```

Purpose   The purpose of the Contract Line Unit Of Measure Table is to provide the user with the capability to inquire a contract line's purchase activity by unit of measure. Access if granted only to those contracts for which the user has security access.

**Screen
Characteristics**   Inquire KLIN Table.

**Procedure
Cross-Reference**   Chapter 2 Contract Processing,

                         10.1 Inquiry Process.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected: Maintained by system. Terminal ID logged on to transaction.
Contract Number	10	Unprotected. Key. Required. Specifies the contract number for which line information is to be inquired. May be left blank on inquiry.
Contract Title	2x40	Protected. The title of the contract as provided from the Contract table.
Line Number	5	Unprotected. Key. Required. Specifies the line number for which the inquiry is intended. May be left blank on inquiry.
Commodity Code	11	Protected. Commodity class, sub-class, and item number of the item on contract.
Commodity Description	2x40	Protected. First two lines of the commodity specification text record for this commodity number.
FY (1-10)	4	Unprotected. Key. If left blank on inquiry, system will return with the first fiscal year in the database. Inferred fiscal year for which data is displayed from the KLIN Table record. Format is CCYY.
Unit of Measure	5	Unprotected. Key. If left blank on inquiry, system will return with the first unit of measure in the database for that line. Inferred unit of measure for which data is displayed from the KLIN Table record.
Quantity Ordered (1-10)	9.2	Protected. Inferred quantity ordered for the fiscal year and unit of measure displayed from the KLIN Table record.
Amount Ordered (1-10)	9.2	Protected. Inferred amount ordered for the fiscal year and unit of measure displayed from the KLIN Table record.

KLU2   Contract Line Unit of Measure Table #2

```
ENTER FUNCTION: ............ TRANS: KLU2
                                                         DATE:
CONTRACT LINE UNIT OF MEASURE TABLE # 2                  TIME:
KEY IS CONTRACT NUMBER, LINE NUMBER, FY AND UNIT OF MEASURE  TERM:

CONTRACT NUMBER..: ..........         :
LINE NUMBER......: .....              :
FISCAL YEAR......: ....
COMMODITY CODE...:                    :
                                     :
UNIT OF MEASURE..: .....             :............................
     QTY ORDERED   AMT ORDERED          QTY ORDERED   AMT ORDERED
JAN                             FEB
MAR                             APR
MAY                             JUN
JUL                             AUG
SEP                             OCT
NOV                             DEC

                    TOTALS FOR FY:
```

Purpose   The purpose of the Contract Line Unit Of Measure Table # 2 is to provide the user with the capability to inquire a contract line's purchase activity by unit of measure and show a monthly quantity and amount of usage.

**Screen
Characteristics**   Inquire KLU2 Table.

**Procedure
Cross-Reference**   Chapter 2 Contract Processing,

                         10.1 Inquiry Process.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected: Maintained by system. Terminal ID logged on to transaction.
Contract Number	10	Unprotected. Key. Required. Specifies the contract number for which line information is to be inquired. May be left blank on inquiry.
Contract Title	2x40	Protected. The title of the contract as provided from the Contract table.
Line Number	5	Unprotected. Key. Required. Specifies the line number for which the inquiry is intended. May be left blank on inquiry.
FY	4	Unprotected. Key. Format is CCYY.
Commodity Code	11	Protected. Commodity class, sub-class, and item number of the item on contract.
Commodity Description	2x40	Protected. First two lines of the commodity specification text record from KMOD if present, if not CSPC for this commodity number.
Unit of Measure	5	Unprotected. Key.
Unit of Measure Title	30	Protected. An interpretation of the unit of measure code from BTAB Table UM(Unit of Measure).
Qty Ordered (1-12)	9.3	Protected. Inferred quantity ordered for the fiscal year, unit of measure and month displayed from the KLIN Table record.
Amt Ordered (1-12)	9.2	Protected. Inferred amount ordered for the fiscal year, unit of measure and month displayed from the KLIN Table record.
Jan	9.3/9.2	Protected. The sum of the values of all contract release orders for this item made during January for the fiscal year shown.
Feb	9.3/9.2	Protected. The sum of the values of all contract release orders for this item made during February for the fiscal year shown.

Field Completion

Field	Size	Description
Mar	9.3/9.2	Protected. The sum of the values of all contract release orders for this item made during March for the fiscal year shown.
Apr	9.3/9.2	Protected. The sum of the values of all contract release orders for this item made during April for the fiscal year shown.
May	9.3/9.2	Protected. The sum of the values of all contract release orders for this item made during May for the fiscal year shown.
Jun	9.3/9.2	Protected. The sum of the values of all contract release orders for this item made during June for the fiscal year shown.
Jul	9.3/9.2	Protected. The sum of the values of all contract release orders for this item made during July for the fiscal year shown.
Aug	9.3/9.2	Protected. The sum of the values of all contract release orders for this item made during August for the fiscal year shown.
Sep	9.3/9.2	Protected. The sum of the values of all contract release orders for this item made during September for the fiscal year shown.
Oct	9.3/9.2	Protected. The sum of the values of all contract release orders for this item made during October for the fiscal year shown.
Nov	9.3/9.2	Protected. The sum of the values of all contract release orders for this item made during November for the fiscal year shown.
Dec	9.3/9.2	Protected. The sum of the values of all contract release orders for this item made during December for the fiscal year shown.
Totals for FY	9.3/9.2	Protected. The sum of the values of all contract release orders for this item for all months displayed for the fiscal year shown.

KLU3   Contract Line Unit of Measure Table #3

```
ENTER FUNCTION: ........... TRANS: KLU3
                                                       DATE:
CONTRACT LINE UNIT OF MEASURE TABLE #3                 TIME:
KEY IS CONTRACT NUMBER, LINE NUMBER, FY AND UNIT OF MEASURE  TERM:

CONTRACT NUMBER..: ..........        :
LINE NUMBER......: .....             :
FISCAL YEAR......: ....
COMMODITY CODE...:                   :
                                     :
UNIT OF MEASURE..: .....             :
ENTER USAGE......: MONTH: ... QUANTITY: ........... AMOUNT: .............
     QTY ORDERED    AMT ORDERED        QTY ORDERED      AMT ORDERED
JAN                                 FEB
MAR                                 APR
MAY                                 JUN
JUL                                 AUG
SEP                                 OCT
NOV                                 DEC


                    TOTALS FOR FY:



```

Purpose   The purpose of the Contract Line Unit Of Measure Table # 3 for Non-System Agency usage
                     is to provide the user with the capability to enter a contract line's purchase activity by unit of
                     measure and month for users outside of AGPS. Access is granted only to those contracts for
                     which the user has security access.

**Screen
Characteristics**   Change and Inquire KLU3 Table.

**Procedure
Cross-Reference**   Chapter 2 Contract Processing;

                     8.1 Change Contract Non-System Usage
                     8.2 Inquire Contract Non-System Usage

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected: Maintained by system. Terminal ID logged on to transaction.
Contract Number	10	Unprotected. Key. Required. Specifies the contract number for which line information is to be inquired. May be left blank on inquiry.
Contract Title	2x40	Protected. The title of the contract as provided from the Contract table.
Line Number	5	Unprotected. Key. Required. Specifies the line number for which the inquiry is intended. May be left blank on inquiry.
Fiscal Year	4	Unprotected. Key. If left blank on inquiry, system will return with the first fiscal year in the database. Inferred fiscal year for which data is displayed from the KLIN Table record. Format is CCYY.
Commodity Code	11	Protected. Commodity class, sub-class, and item number of the item on contract.
Commodity Description	2x40	Protected. First two lines of the commodity specification text record from KMOD if present, if not CSPC for this commodity number.
Unit of Measure	5	Unprotected. Key. If left blank on inquiry, system will return with the first unit of measure in the database for that line. Inferred unit of measure for which data is displayed from the KLIN Table record.
Unit of Measure Title	30	Protected. An interpretation of the unit of measure code from BTAB Table UM(Unit of Measure).
Enter Usage - Month	3	Unprotected. Required. Must be a standard 3 position abbreviation for month. Acceptable values are JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV or DEC.
Enter Usage - Quantity	11	Unprotected. Optional. If entered, must be numeric.
Enter Usage - Amount	13	Unprotected. Optional. If entered, must be numeric.
Qty Ordered (1-12)	9.3	Protected. Displays the usage quantity for the appropriate month.

Field	Size	Description
Amt Ordered (1-12)	9.2	Protected. Displays the usage amount for the appropriate month.
Jan	9.3/9.2	Protected. Display of all non-system usage for this item during January for the fiscal year shown.
Feb	9.3/9.2	Protected. Display of all non-system usage for this item during February for the fiscal year shown.
Mar	9.3/9.2	Protected. Display of all non-system usage for this item during March for the fiscal year shown.
Apr	9.3/9.2	Protected. Display of all non-system usage for this item during April for the fiscal year shown.
May	9.3/9.2	Protected. Display of all non-system usage for this item during May for the fiscal year shown.
Jun	9.3/9.2	Protected. Display of all non-system usage for this item during June for the fiscal year shown.
Jul	9.3/9.2	Protected. Display of all non-system usage for this item during July for the fiscal year shown.
Aug	9.3/9.2	Protected. Display of all non-system usage for this item during August for the fiscal year shown.
Sep	9.3/9.2	Protected. Display of all non-system usage for this item during September for the fiscal year shown.
Oct	9.3/9.2	Protected. Display of all non-system usage for this item during October for the fiscal year shown.
Nov	9.3/9.2	Protected. Display of all non-system usage for this item during November for the fiscal year shown.
Dec	9.3/9.2	Protected. Display of all non-system usage for this item during December for the fiscal year shown.
Totals for FY	9.3/9.2	Protected. The sum of all non-system usage for this item for all months entered for the fiscal year shown.

KMOD   Contract Commodity Description Change

```
ENTER FUNCTION: ............ TRANS: KMOD
                                                            DATE:
CONTRACT COMMODITY DESCRIPTION CHANGES TABLE                TIME:
KEY IS CONTRACT NUMBER AND CONTRACT LINE                    TERM:

CONTRACT NUMBER....: .......... :
CONTRACT LINE......: .....         COMMODITY CODE:
LINE STATUS........:           :
TEXT ACTION......: .  LINE NUMBER: .... LINE TOTAL:    BASIC TEXT CHGD:

       TYPE      ---------1---------2---------3---------4
        .        ........................................
        .        ........................................
        .        ........................................
        .        ........................................
        .        ........................................
        .        ........................................
        .        ........................................
        .        ........................................
        .        ........................................
```

Purpose   The purpose of the Contract Commodity Specification Change table is to allow the user to
                       make inquires to the commodity specification changes for a given Contract. These changes
                       will be used by the system in place of commodity specifications for any further processing of
                       this Contract. Access to this screen is granted only to those contracts for which the user has
                       security access.

Screen
Characteristics   Add, Change, Delete/Insert and Inquire KMOD Table.

Procedure
Cross-Reference   Chapter 2 Contract Processing;

                       2.5 Add Contract Commodity Description Changes
                       2.6 Change Contract Commodity Description Changes
                       2.7 Delete/Insert Contract Commodity Description Changes
                       2.8 Inquire Contract Commodity Description Changes

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Contract Number	10	Unprotected. Key. Required. Specifies the contract number for which commodity specifications will be inquired.
Contract Title	40	Protected. The title of the contract as provided from the Contract database.
Contract Line	5	Unprotected. Key. Required. Specifies the contract line number for which commodity specifications will be viewed.
Commodity Code	11	Protected. The entry is input by the system and correlates to the line number for associated contract number.
Line Status	3	Protected. The status code of the contract line.
Contract Line Status Title	30	Protected. An interpretation of the status code from BTAB Table SK (Status Code - Contract).
Text Action	1	Unprotected. Must be a valid text action code. Valid codes are: T - Top B - Bottom U - Page up D - Page down R - Relative I - Insert X - Delete
Line Number	4	Unprotected. Key. Used with text action **R** to indicate the relative number of lines to scroll.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.
Basic Text Chgd	1	Protected. Indicates the original text description has been changed.

Field	Size	Description
Type	9x1	Unprotected. Describes the type of commodity description lines:

    A - Class description
    B - Sub-class description
    C - Item description
    D - Extended description
    E - Packaging and shipping
    F - Buyer notes.

Field	Size	Description
Text Line	9x40	Unprotected. Commodity description as changed through the requisition and solicitation process.

KMO2   **THIS SCREEN NO LONGER AVAILABLE**

```
ENTER FUNCTION: ............ TRANS: KMO2
                                                        DATE:
CONTRACT COMMODITY DESCRIPTION CHANGES TABLE  #2        TIME:
KEY IS CONTRACT NUMBER AND LINE NUMBER                  TERM:

CONTRACT NUMBER....: .......... :
CONTRACT LINE......: .....        COMMODITY CODE:
LINE STATUS........:          :
SCROLL ACTION......:   LINE NUMBER:     LINE TOTAL:    BASIC TEXT CHGD:

ACT    TYPE      ---------1---------2---------3---------4
..
..
..
..
..
..
..
..
..
```

Purpose   The purpose of the Contract Commodity Description Changes Table #2 is to provide the user with the ability to insert or delete lines of text from the Contract Commodity Description Changes Table #1 (KMOD). Access to this table can only be achieved by leafing from KMOD. When appropriate action has been indicated, the system will automatically return to KMOD upon depressing enter key to process the indicated action.

Screen
Characteristics   Delete/Insert KMOD Table.

Procedure
Cross-Reference   Chapter 2 Contract Processing,

2.7 Delete/Insert Contract Commodity Description Changes.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Contract Number	10	Unprotected. Key. Specifies the contract number for which commodity specifications will be changed.
Contract Title	40	Protected. The title of the contract as provided from the Contract database.
Contract Line	5	Protected. Key. Specifies the contract line number for which commodity specifications will be changed.
Commodity Code	11	Protected. The entry is input by the system and correlates to the line number for associated contract number.
Line Status	3	Protected. The status code of the contract line.
Contract Line Status Title	30	Protected. An interpretation of the status code from BTAB Table SK (Status Code - Contract).
Scroll Action	1	Protected. Scroll action code carried forward from KMOD screen.
Line Number	4	Protected. Key. Used with scroll action **R** to indicate the relative number of lines to scroll.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.
Basic Text Chgd	1	Protected. Indicates if text displayed has been changed.
Act(ion Code)	9x2	Unprotected. **I** indicates insertion which will occur after the line. **D** is used to indicate delete. **D** followed by a number will cause a delete of that many lines. The number of delete lines cannot be greater than the number of lines displayed on the screen from the point of delete.

Field Completion

<u>Field</u>	<u>Size</u>	<u>Description</u>
Type	9x1	Protected. Describes the type of commodity description lines:

        A - Class description
        B - Sub-class description
        C - Item description
        D - Extended description
        E - Packaging and shipping
        F - Buyer notes.

| Text Line | 9x40 | Protected. Commodity description as changed through the requisition and solicitation process. |

KNOA   Contract Notice Of Award Table #1

```
ENTER FUNCTION: ............ TRANS: KNOA
                                                          DATE:
CONTRACT NOTICES OF AWARD TABLE                           TIME:
KEY IS CONTRACT NUMBER                                    TERM:

CONTRACT NUMBER....: .......... :
CONTRACT STATUS....:             :
TEXT ACTION......: .  LINE NUMBER: ....   LINE TOTAL:

        --------1---------2---------3---------4---------5---------6---------7
        ....................................................................
        ....................................................................
        ....................................................................
        ....................................................................
        ....................................................................
        ....................................................................
```

Purpose   The purpose of the Contract Notices of Award Table #1 is to provide the user with the ability
                     to record text with respect to a specific contract award. Text found here is related to a one-
                     time use with the contract specified and is not redundant in nature. Text entered at this point
                     will be carried forward to and printed as part of the corresponding notice of award document.
                     Format is free form and will be printed exactly as the user enters it here.

Screen
Characteristics Add, Change, Delete/Insert and Inquire KNOA Table.

Procedure
Cross-Reference Chapter 2 Contract Processing;

                     5.2 Add Contract Notice Of Award Table
                     5.3 Change Contract Notice Of Award Table
                     5.4 Delete/Insert Contract Notice Of Award Table
                     5.5 Inquire Contract Notice Of Award Table

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Contract Number	10	Unprotected. Key. Required. Specifies the contract number for which notice of award text will be added or viewed.
Contract Title	40	Protected. The contract title as provided from the Contract table.
Contract Status	3	Protected. The status for the line from the KONT table.
Status Title	30	Protected. An interpretation of the status code from BTAB table SK (Status Code - Contract).
Text Action	1	Unprotected. Must be a valid text action code. Valid codes are:

> T - Top
> B - Bottom
> U - Page up
> D - Page down
> R - Relative
> I - Insert
> X - Delete

Field	Size	Description
Line Number	4	Unprotected. Used with text action **R** to indicate the relative number of lines to scroll.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.
Text Line	6x70	Unprotected. Free form text line at the users discretion. A '.' in the first position indicates a null line. Null lines are not allowed at the beginning of text lines or between text lines. Blank lines are created by changing the '.' to a space.

KNO2 THIS SCREEN NO LONGER AVAILABLE

```
ENTER FUNCTION: ............ TRANS: KNO2
                                                                    DATE:
CONTRACT NOTICES OF AWARD TABLE  #2                                 TIME:
KEY IS CONTRACT NUMBER                                              TERM:

CONTRACT NUMBER....: .......... :
CONTRACT STATUS....:            :
SCROLL ACTION......:   LINE NUMBER:      LINE TOTAL:

ACT     ---------1---------2---------3---------4---------5---------6---------7
..
..
..
..
..
..
```

Purpose   The purpose of the Contract Notice of Award Table #2 is to provide the user with the ability to insert or delete lines of text from the Contract Notice of Award Table #1 (KNOA). Access to this table can only be achieved by leafing from KNOA. When appropriate action has been indicated, the system will automatically return to KNOA upon depressing enter key to process the indicated action.

Screen
Characteristics   Delete/Insert KNOA Table.

Procedure
Cross-Reference   Chapter 2 Contract Processing,

                             5.4 Delete/Insert Contract Notice Of Award Table.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Contract Number	10	Protected. Key. Specifies the contract number for which award text will be inserted or deleted.
Contract Title	40	Protected. The contract title as provided from the Contract table.
Contract Status	3	Protected. This is the status code from the contract line table.
Contract Status Title	30	Protected. The interpretation of the status code BTAB Table SK (Status Code - Contract) .
Scroll Action	1	Protected. Must be a valid scroll action code. Valid codes are: T - Top B - Bottom U - Page up D - Page down R - Relative.
Line Number	4	Protected. Used with scroll action **R** to indicate the relative number of lines to scroll.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.
Act(ion Code)	6x2	Unprotected. **I** indicates insertion which will occur after the line. **D** is used to indicate delete. **D** followed by a number will cause a delete of that many lines. The number of delete lines cannot be greater than the number of lines displayed on the screen from the point of delete.
Text Line	6x70	Protected. A display of text carried forward from the KNOA screen. Any change action will cause the screen to return to KNOA with the appropriate action taken.

KNTE   **Contract Notes Table**

```
ENTER FUNCTION: ............ TRANS: KNTE
                                                          DATE:
CONTRACT NOTES TABLE                                      TIME:
KEY IS CONTRACT NUMBER                                    TERM:

CONTRACT NUMBER....: ..........
TITLE LINE 1.......:
TITLE LINE 2.......:
CONTRACT STATUS....:     :
TEXT ACTION......: .  LINE NUMBER: ....  LINE TOTAL:

        ---------1---------2---------3---------4---------5---------6---------7
        ..............................................................................
        ..............................................................................
        ..............................................................................
        ..............................................................................
        ..............................................................................
        ..............................................................................
```

Purpose

The purpose of the Contract Notes table is to provide the user with the capability to record notes about a given contract. The text format is free form and can be used in any manner that the user desires. Use of this screen would normally be to record information about the contract in general, e.g., buyer notes, etc. Such information would not normally be found in other text areas. KNTE should be considered an electronic notepad for use by the person administering the contract. Access is granted to those contracts for which the user has security access.

Screen Characteristics

Add, Change, Delete/Insert and Inquire KNTE Table.

Procedure Cross-Reference

Chapter 2 Contract Processing;

1.11 Add Contract Notes
1.12 Change Contract Notes
1.13 Delete/Insert Contract Notes
1.14 Inquire Contract Notes

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Contract Number	10	Unprotected. Key. Required. Specifies the contract number for which text will be generated or viewed.
Title Line 1	40	Protected. The first contract title line as provided from the Contract table.
Title Line 2	40	Protected. The second contract title line as provided from the Contract table.
Contract Status	3	Protected. The status code of the contract.
Status Code Title	30	Protected. An interpretation of the status code from BTAB Table SK (Status Code - Contract).
Text Action	1	Unprotected. Must be a valid text action code. Valid codes are:

> T - Top
> B - Bottom
> U - Page up
> D - Page down
> R - Relative
> I - Insert
> X - Delete

Field	Size	Description
Line Number	4	Unprotected. Used with text action **R** to indicate the relative number of lines to scroll.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.
Text Line	6x70	Unprotected. Free form text line at the users discretion. A '.' in the first position indicates a null line. Null lines are not allowed at the beginning of text lines or between text lines. Blank lines are created by changing the '.' to a space.

KNT2   **THIS SCREEN NO LONGER AVAILABLE**

```
ENTER FUNCTION: ............ TRANS: KNT2
                                                           DATE:
CONTRACT NOTES TABLE  #2                                   TIME:
KEY IS CONTRACT NUMBER                                     TERM:

CONTRACT NUMBER....: ..........
TITLE LINE 1.......:
TITLE LINE 2.......:
CONTRACT STATUS....:      :
SCROLL ACTION......:   LINE NUMBER:      LINE TOTAL:

ACT     ---------1---------2---------3---------4---------5---------6---------7
..
..
..
..
..
..
```

Purpose   The purpose of the Contract Notes Table #2 is to provide the user with the ability to insert or
                       delete lines of text from the Contract Notes Table #1 (KNTE). Access to this table can only
                       be achieved by leafing from KNTE. When appropriate action has been indicated, the system
                       will automatically return to KNTE upon depressing enter key to process the indicated action.

**Screen
Characteristics**   Delete/Insert KNTE Table.

**Procedure
Cross-Reference**   Chapter 2 Contract Processing,

                       1.13 Delete/Insert Contract Notes.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Contract Number	10	Protected. Key. Specifies the contract number for which text is to be changed or deleted.
Title Line 1	40	Protected. The first contract title line as provided from the Contract table.
Title Line 2	40	Protected. The second contract title line as provided from the Contract table.
Contract Status	3	Protected. The status code of the contract.
Status Code Title	30	Protected. An interpretation of the status code from BTAB Table SK (Status Code - Contract).
Scroll Action	1	Protected. The scroll action code carried forward from the KNTE screen.
Line Number	4	Protected. The line number of the KNTE record.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.
Act(ion Code)	6x2	Unprotected. **I** indicates insertion which will occur after the line. **D** is used to indicate delete. **D** followed by a number will cause a delete of that many lines. The number of delete lines cannot be greater than the number of lines displayed on the screen from the point of delete.
Text Line	6x70	Protected. A display of text carried forward from the KNTE screen. Any change action will cause the screen to return to KNTE with the appropriate action taken.

KONT   Contract Header Table #1

```
ENTER FUNCTION: ............ TRANS: KONT
CONTRACT HEADER TABLE #1                                    DATE:
KEY IS CONTRACT NUMBER                                      TIME:
                                                           TERM:
CONTRACT NUMBER...: ..........   : .......................................
                                   .......................................
STATUS CODE.......: ...           :
STATUS CHANGE DATE:                AWARD DATE..:            FISCAL YR:
VENDOR NUMBER.....:                     :
DOCUMENT TYPE.....:
TYPE CONTRACT.....:          :                             REPROCUREMENT:
PURCHASING AGENCY.:          :                                 .......
BUYER CODE........: ...      :                             REPROC SETUP.:
AGENCY NUMBER.....:          :
T-NUMBER..........: .....    :                             WHIM.........:.
SOLICITATION CODE.:          :                             METH OF OPER.:.
AWARD CODE........:          :                             ITEM RPT IND.:.
ORDERING STATUS...: .        :                             BRAND RPT IND:.
                                                           PRIME VENDOR.:.
            BEG CON    BEG ORDR   END ORDR   END CON    NOA ISSUE   ACT NOA
ORIGINAL:
REVISED.:   ........   ........   ........   ........   ........   ********
```

Purpose   The purpose of the Contract Header Table #1 is to provide the user with capability to change
                     and inquire Contract Header Table records. Access is based on purchasing agency and is
                     granted only to those contracts which the user has access.

Screen
Characteristics Change and Inquire KONT Table.

Procedure
Cross-Reference Chapter 2 Contract Processing;

                     1.1 Change Contract Header Records
                     1.2 Change Contract Ordering Status
                     1.3 Adjust Contract Period
                     1.4 Adjust Contract Ordering Period
                     1.10 Inquire Contract Header Record
                     1.15 Add Contract Vendor Distributor List

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Contract Number	10	Unprotected. Key. Required. If left blank the system will return with the first contract in the database. If input the system will return with the contract specified.
Contract Title 1,2	2x40	Unprotected. The two lines of the title of the contract.
Status Code	3	Unprotected. Required. Reflects the status code of the contract and must be a valid entry in BTAB Table SK (Status Code - Contract).
Status Title	30	Protected. The interpretation of the status code from BTAB Table SK (Status Code - Contract).
Status Change Date	8	Protected. Reflects the date that the status code was last changed.
Award Date	8	Protected. Reflects the date that the contract was awarded.
Fiscal Year	2	Protected. Reflects the fiscal year of the obligation of the funding for the contract.
Vendor Number	11	Protected. This is the code for the awarded vendor for this contract.
Vendor Name	30	Protected. The name of the vendor from the VEND table.
Document Type	3	Protected. The document type of the contract, BTAB Table DK (Document Type - Contract).
Type Title	30	Protected. The interpretation of the document type from BTAB Table DK (Document Type - DK).
Type Contract	4	Protected. Indicates the type of consortium contract (e.g., surgical supplies or pharmaceutical supplies). Will display only when the document type is for a consortium type contract.

Field Completion

Field	Size	Description
Type Title	30	Protected. The interpretation of the type contract from BTAB Table KT (Type Contract)
Reprocurement	8	Unprotected. Must be a valid date.
Purchasing Agency	6	Protected. The number of the agency that is responsible for the maintenance of the contract.
Agency Name	30	Protected. The name of the agency from the AGCY table.
Buyer Code	3	Unprotected. The code of the buyer responsible for the administration of the contract. If changed the buyer code must be part of the purchasing agency record in the ABUY table.
Buyer Name	30	Protected. The name of the buyer from the ABUY table.
Reproc Setup	8	Protected. System maintained. Date Reprocurement was processed.
Agency Number	6	Protected. This is the requisitioning agency of the contract. Must be a valid entry in the AGCY table.
Agency Name	23	Protected. This is the name of the requisitioning agency from the AGCY table.
T-Number	5	Unprotected. The tracking number for the contract.
T-Number Title	30	Protected. The interpretation of the T-Number from BTAB Table TA (T-Number).
Whim	1	Unprotected. Optional entry. Used to indicate if this record may require an approval not covered by any prior approval.
Solicitation Code	1	Protected. This is the solicitation code from the original requisition for this contract.
Code Title	30	Protected. The interpretation of the Solicitation code from BTAB Table PR (Procurement Codes).
Meth of Oper	1	Unprotected. Method of Operation. Used to indicate the type of release to be issued against the contract. Must be a valid BTAB entry (MO). 1=CRO, 2=REL, 3=Other. Default is 1.
Award Code	1	Protected. The award code from the original requisition for this contract.

Field	Size	Description
Code Title	30	Protected. The interpretation of the award code from BTAB Table OC (Obligation Codes).
Item Rpt Ind	1	Unprotected. For Notice Of Award Document printing. Option to print by Vendor, Item # or Both. Must be valid BTAB entry (IR). 1=Vendor, 2=Item, 3=Both. Default is 1.
Ordering Status	1	Unprotected. This indicator shows whether or not the contract is ready for use. Allowable entries are **1, 2, 3,** or **4**.
Status Title	30	Protected. The interpretation of the ordering status from BTAB Table CO (Contract Ordering Status).
Brand Rpt Ind	1	Unprotected. For Notice of Award Document printing. Must be valid BTAB entry (BR). 1=Vendor/Brand, 2=Brand/Vendor, 3=Both, 0=No index needed. Default is 0. This will only work if BRAND field completed on RVE2/RBID.
Prime Vendor	1	Unprotected. Must be Y or N. Used to indicate whether or not this is a Prime Vendor Contract and if distributor vendors exist for this contract. Can only be changed when KONT status is equal to '505'.
Original Beg Con	8	Protected. The date that the contract is scheduled to begin.
Original Beg Ordr	8	Protected. The original date to begin ordering from this contract.
Original End Ordr	8	Protected. The original date that ordering must end.
Original End Con	8	Protected. The original date that the contract is scheduled to terminate.
Original NOA Issue	8	Protected. The original date of NOA issue.
Act NOA	8	Protected. The actual date the notice of award is issued.
Revised Beg Con	8	Unprotected. The revised date that the contract actually is to begin. Must be less than the revised Contract End Date.
Revised Beg Ordr	8	Unprotected. The revised date that the contract order period will actually begin.
Revised End Ordr	8	Unprotected. The revised date that the ordering period must terminate.
Revised End Con	8	Unprotected. The revised date that the contract will actually terminate.
Revised NOA Issue	8	Unprotected. The revised date that the NOA will be issued.

KON2   Contract Header Table #2

```
ENTER FUNCTION: ............ TRANS: KON2
                                                       DATE:
CONTRACT HEADER TABLE #2                                TIME:
KEY IS CONTRACT NUMBER                                  TERM:

CONTRACT NUMBER.......: .......... :
STATUS CODE...........: ...        :
STATUS CHANGE DATE....:                    MASTER CLASS/SUB..:
PROMPT PAYMENT DISC...: ...................  DISCOUNT PERCENT..: ..... %
DISCOUNT PERIOD.......: ..                 NET PERIOD........: ...
DELIVERY TERMS........: ...................  ALT DELIVERY SCH..: .
DELIVERY DAYS ARO.....: ..                  DELIVERY WEEKS ARO: ...
MASTER SHIP TO AGENCY.: ......   :
MASTER SHIP TO SUB-AGY: ......   :
VENDOR FOB............: ..........................
RETAINAGE PERCENT.....: ... %                COOP PROCUREMENT.: ..
PERF BOND REQD........: .     PCT..: ... %   AMT: .............
DATE REQUIRED.........: ........ RECVD: ........ EXP: ........ RTN: ........
TYPE BOND CODE........: . :                            BOND NO: ..........
BOND COMPANY..........: .................................
NO LINES ON CONTRACT..:           AGCY REQ NUMBER.....: ..........
REQ/OBLIG NUMBER......:           SOLICITATION NUMBER.:
```

Purpose   The purpose of the Contract Header Table #2 is to provide the user with the capability to change and inquire certain data elements of the contract record. Security is based on purchasing agency and access is granted only to those contracts which the user has access.

**Screen
Characteristics**   Change and Inquire KONT Table.

**Procedure
Cross-Reference**   Chapter 2 Contract Processing;

                       1.1 Change Contract Header Records
                       1.5 Maintain Contract Bond Information
                       1.10 Inquire Contract Header Record

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Contract Number	10	Unprotected. Key. Required. If left blank the system will default to the first contract number in the database. If input the system will display the contract number specified.
Contract Title	40	Protected. The first line of the contract title in the KONT record.
Status Code	3	Unprotected. This is the current status code of the contract.
Status Title	30	Protected. The interpretation of the status code from BTAB Table SK (Status Code - Contract).
Status Change Date	8	Protected. This is the date of the last time that the status code was changed.
Master Class/Sub	3/2	Protected. This is the predominate class/sub-class of the lines on the contract.
Prompt Payment Disc	20	Unprotected. Required if discount percent is blank. Previously arranged payment other than 'NET', 'NONE' or 'Discount Percent'.
Discount Percent	2.2	Unprotected. Required if 'Prompt Payment Discount' is blank.
Discount Period.	3	Unprotected. Required if the 'Discount Percent' field is populated.
Net Period	3	Unprotected. Required if the 'Discount Period' field is populated.
Delivery Terms	20	Unprotected. Required if the 'Alternate Delivery Schedule' is **N**
Alt Delivery Sch	1	Unprotected. Required. Must be either **Y** or **N**.
Delivery Days ARO	3	Unprotected. Required if the 'Alternate Delivery Schedule' is equal to **N**. Days ARO and Weeks ARO can not be populated at the same time.
Delivery Weeks ARO	3	Unprotected. Required if the 'Alternate Delivery Schedule' is equal to **N**. Days ARO and Weeks ARO can not be populated at the same time.

Field	Size	Description
Master Ship To Agency	6	Unprotected. Required. If the Master Delivery Agency is not an Agency Group or Region then it must be a valid entry in the AGCY table. If the first three positions are 'GRP' then the Master Delivery Agency must be in BTAB Table AG (Agency Group). If the first position is an **R** then the Master Delivery Agency must be a valid entry in BTAB Table GC (Geo Bid Code).
Ship To Agency Title	35	Protected. The name of the master delivery agency as provided from the Agency database.
Master Ship To Sub-Agency	6	Unprotected. Required if the Master Delivery Agency is other than a Group or a Region. If Master Delivery Agency is Group or Region then Master Delivery Sub-Agency must be blank.
Ship To Sub-Agy Title	35	Protected. The name of the master delivery sub-agency as provided from the Agency database.
Vendor FOB	25	Unprotected. Required. The vendor FOB point as agreed to in the contract.
Retainage Percent	3	Unprotected. Used if performance bond is required and not posted.
Coop Procurement	1	Unprotected. Required. Must be either **Y** or **N**.
Perf Bond Reqd	1	Unprotected. Required. Must be either **Y** or **N**.
Pct	3	Unprotected. Reflects the percent of the contract that will act as the performance bond.
Amt	9.2	Unprotected. The amount required for the bond. Equal to the amount of the contract x the percent.
Date Required	8	Unprotected. If the performance bond indicator is **Y** this field must be populated.
Recvd	8	Unprotected. Indicates the date that the bond was received in the office.
Exp	8	Unprotected. The expiration date cannot be less than the date received.
Rtn	8	Unprotected. The bond return date must be greater than the bond received date.
Type Bond Code	1	Unprotected. Required. The bond type code must be a valid entry in BTAB Table BN (Bond Type Code).

Field Completion

Field	Size	Description
Bond Type Title	30	Protected. The interpretation of the bond type code from BTAB Table BN (Bond Type Code).
Bond No	10	Unprotected. Required if the bond type is equal to **2**.
Bond Company	35	Unprotected. Required if the bond type code is equal to **2**.
No Lines On Contract	4	Protected. Indicates the number of lines attached to this contract.
Agcy Req Number	10	Protected. Carried over from the requisition document.
Req/Oblig Number	5	Protected. Number of the encumbrance document.
Solicitation Number	10	Protected. The number of the solicitation that resulted in this contract.

KON3 Contract Header Table #3

```
ENTER FUNCTION: ............ TRANS: KON3
                                                        DATE:
CONTRACT HEADER TABLE #3                                 TIME:
KEY IS CONTRACT NUMBER                                   TERM:

CONTRACT NUMBER....: .......... :
STATUS CODE........: ...        :
STATUS CHANGED DATE:              ACKNOWLEDGE DATE.........: ........
REPROCURE DATE.....:             REPROCURE LEADTIME.......: ...
ESTIMATED AMOUNT...: ...........  CONTRACT TERM (MTH)......:
MINIMUM ORDER AMT..: ...........  CUM ORDER AMT............:
FYTD ORDER AMT.....:             QTD ORDER AMT............:
MTD ORDER AMT......:             PFY ORDER AMT............:
AVAILABLE OPTIONS..: ..          DATE LAST EXERCISED......:
OPTION PERIOD......: ...          RENEWAL PERIOD...........: ...
NEXT OPTION DATE...: ........     NEXT RENEWAL NOTICE DATE.: ........
OPTION PRICE ADJ...: #1 : ......  . #2 : ......  . #3 : ......  .
                     #4 : ......  . #5 : ......  .
SET ASIDE..........: ..          :
LAST CHANGE ORDER..:              NON-SYSTEM CUMULATIVE AMT:
USER ID LAST CHANGE:              DATE LAST CHANGED........:
```

Purpose

The purpose of the Contract Header Table #3 is to provide the user with the capability of changing and inquiring contract header information, particularly concerning expenditures, renewals, and re-procurement information pertinent to this contract. Security is based on purchasing agency and access is limited to those users having the proper access.

Screen Characteristics

Change and Inquire KONT Table.

Procedure Cross-Reference

Chapter 2 Contract Processing;

1.2 Change Contract Header Records
1.8 Maintain Contract/Order Amount
1.11 Inquire Contract Header Record
3.1 Adjust Contract Pricing
3.3 Exercising Options

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Contract Number	10	Unprotected. Key. Required. If left blank the system will return with the first contract in the contract database. If input the system will return with records for that contract.
Contract Title	40	Protected. The first line of the contract title from the KONT table.
Status Code	3	Unprotected. The current status code of the contract.
Status Title	30	Protected. The interpretation of the status code from BTAB Table SK (Status Code - Contract).
Status Change Date	8	Protected. The date that the status code was last changed.
Acknowledge Date	8	Unprotected. Must be valid date (MM/DD/YY).
Reprocurement Date	8	Unprotected. Must be valid date and greater than the acknowledge date.
Reprocure Leadtime	3	Unprotected. Must be valid date format (MM/DD/YY).
Estimated Amount	9.2	Unprotected. The estimated amount of this contract from the sum of all lines for this contract.
Contract Term (MTH)	2	Protected. The contract term in months, which will be used to accumulate usage for the re-procurement (re-bid) of the contract.
Min Order Amount	9.2	Unprotected. The agreed upon minimum order amount that the vendor will accept.
Cumulative Order Amt	9.2	Protected. The total of all orders thus far against this contract. Updated programmatically.
FYTD Order Amount	9.2	Protected. The total of all orders against this contract within the fiscal year. Updated programmatically.

Field Completion

Field	Size	Description
QTD Order Amount	9.2	Protected. The total of all orders within the current calendar quarter. Updated programmatically.
MTD Order Amount	9.2	Protected. The total of all orders within the current month. Updated programmatically.
PFY Order Amount	9.2	Protected. The total of all orders against this contract during the prior fiscal year. Updated programmatically.
Available Options	2	Unprotected. Must be numeric and greater than zero.
Date Last Exercised	8	Protected. The date that the last option was exercised. Maintained by the program.
Option Period	3	Unprotected. Required if the available options is populated.
Renewal Period	3	Unprotected. Required if the option period is populated. Renewal period must be greater than the option period.
Next Option Date	8	Unprotected. Required if the available options field is populated. Must be greater than the date last exercised.
Next Renew Notice Dte	8	Unprotected. Required if the available options field is populated. Must be greater than the date last exercised.
Optional Price Adj 1-5	3.2	Unprotected. These fields are utilized for incremental price adjustments for the life of the contract. Required if the available options field is populated. The adjustment percentage must not exceed 100%.
Set-Aside	2	Unprotected. Reflects the set-aside code from the RQSN record.
Option Renewal Flags 1-5	1	Unprotected. These indicators must be input if the available options field is populated.
Last Change Order	2	Protected. Reflects the last change order number that is current.
Non-System Cumulative Order Amount	9.2	Protected. The non-system agency total of all orders thus far against this contract. Updated programmatically.
User-Id Last Change	4	Protected. The user ID of the last person effecting a change to this record.

Field Completion

Field	Size	Description
Date Last Changed	8	Protected. The date of the last change to this record.

KRDT   Contracts For Mass Change Screen

```
ENTER FUNCTION: ............ TRANS: KRDT

CHANGE REPROCUREMENT DATE                                  DATE:
KEY IS T-NUMBER AND SOLICITATION NUMBER                    TIME:
                                                           TERM:
T-NUMBER..............: .....        :

SOLICITATION NUMBER...: .......... :

NEW REPROCUREMENT DATE: .......
REVISED BEG ORDER DATE: ........         REVISED END ORDER DATE: ........
REVISED BEG CONTR DATE: .......  FY: ..  REVISED END CONTR DATE: ........
BUYER NUMBER..........: ...              SPECIAL REPRO Y/N:      .
EST. CONTRACT AMOUNT..: ............     CONTRACT TERM (MTH):    ..
TITLE 1...............: .......................................
TITLE 2...............: .......................................
COOPERATIVE PROCURE...: .
STATUS CODE...........: ...
ORDERING STATUS.......: .

      CONTRACTS UPDATED
```

Purpose

The purpose of the Contracts For Mass Change Screen is to provide the user with the capability to make changes to a series of contracts with the same T-Number and Solicitation Source. For example, all applicable contracts my have the contract begin and/or end dates changed or the buyer code or other fields as identified on the screen. Security is based on purchasing agency and access is limited to those users having the proper access.

Screen Characteristics

Change KONT Table.

Procedure Cross-Reference

Chapter 2 Contract Processing,

1.9 Change Contracts In Mass.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
T-Number	5	Unprotected. Key. If left blank, the system will start with the first T-Number in the table. If input, the system will return with the T-Number specified.
Solicitation Number	10	Unprotected. Key. The solicitation number that created the contracts to be changed.
New Reprocurement Date	8	Unprotected. Must be valid date.
Revised Beg Order Date	8	Unprotected. The revised date that the contract order period will actually begin.
Revised End Order Date	8	Unprotected. The revised date that the contract order period will actually end.
Revised Beg Contr Date	8	Unprotected. The revised date that the contract period will actually begin.
FY	2	Unprotected. Must coincide with the revised begin contract date.
Revised End Contr Date	8	Unprotected. The revised date that the contract period will actually end.
Buyer Number	3	Unprotected. The code of the buyer responsible for the administration of the contracts. If changed, the buyer code must be part of the purchasing agency record in the ABUY Table.
Special Repro Y/N	1	Unprotected. Used to indicate if reprocurement is a 'special' reprocurement.
Est Contract Amount	11	Unprotected. The estimated amount that prints on each contract for this T-Number/Solicitation.
Contract Term (MTH)	2	Unprotected. The contract term in months, which will be used to accumulate usage for the re-procurement (re-bid) of the contract.

Field	Size	Description
Title 1	40	Unprotected. The inferred contract title line 1 for all contracts from specified T-Number/Solicitation.
Title 2	40	Unprotected. The inferred contract title line 2 for all contracts from specified T-Number/Solicitation.
Cooperative Procure	1	Unprotected. Used to indicate cooperative procurement status for all contracts this T-Number/Solicitation. Allowed entries are **Y** or **N**.
Status Code	3	Unprotected. Reflects the status code of the contracts for this T-Number and Solicitation number. Must be valid entry in BTAB Table SK (Status Contract).
Ordering Status	1	Unprotected. Reflects ordering status of the contracts for this T-Number and Solicitation number. **1** = Active, **2** = Inactive.
Contracts Updated	4	Protected. Reflects the number of contracts updated by process.

KRNO   Contracts By Requisition Number

```
ENTER FUNCTION: ............ TRANS: KRNO
                                                        DATE:
CONTRACTS BY REQUISITION NUMBER TABLE                   TIME:
KEY IS REQUISITION NUMBER AND CONTRACT NUMBER           TERM:

REQUISITION.......: .......... :

          CONTRACT                          TITLE
          ..........
          ..........
          ..........
          ..........
          ..........
          ..........
          ..........
          ..........
          ..........
          ..........
          ..........
          ..........
          ..........
          ..........
```

Purpose   The purpose of the Contracts by Requisition Number table is to provide the user with a list of
                       contracts and their titles from the originating requisition. Access is granted only to those
                       requisitions for which the user has security access.

**Screen
Characteristics**   Inquire KONT Table.

**Procedure
Cross-Reference**   Chapter 2 Contract Processing,

                       10.1 Inquiry Process.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Requisition Number	10	Unprotected. Key. If left blank the system will start with the first requisition in the table. If input the system will return with the requisition specified.
Requisition Title	40	Protected. The title of the requisition from the RQSN table.
Contract	14x10	Unprotected. Key. If left blank the system will start with the first contract in the table. If input the system will return with the contract specified.
Title	14x40	Protected. The title of the contract from the KONT table.

KRRN   **Contract By Re-Procurement Requisition Number**

```
ENTER FUNCTION: ............ TRANS: KRRN

CONTRACTS BY REPROCUREMENT REQUISITION NUMBER
KEY IS REPROCUREMENT REQUISITION AND CONTRACT NUMBER

 EPROCUREMENT      CONTRACT              REPROCURE REPROCURE      SOLICITATION
 REQUISITION NO.   NUMBER     T-NUMBER  DATE     SETUP DTE   S/C  NUMBER
 ..........        ..........
 ..........        ..........
 ..........        ..........
 ..........        ..........
 ..........        ..........
 ..........        ..........
 ..........        ..........
 ..........        ..........
 ..........        ..........
 ..........        ..........
 ..........        ..........
 ..........        ..........
 ..........        ..........
 ..........        ..........
 ..........        ..........
```

Purpose   The purpose of the Contract by Re-Procurement Requisition Number table is to provide the
                       user with a list of Re-procured Requisitions and the Contract Number from which they
                       resulted.

**Screen
Characteristics**   Inquire KRRN Table.

**Procedure
Cross-Reference**   Chapter 2 Contract Processing,

                       10.1 Inquiry Process.

Field Completion

Field	Size	Description
ReProcurement Requisition Number	10	Unprotected. Key. Required. If left blank the system will start with the first re-procurement requisition number in the database.
Contract Number	10	Unprotected. Key. Required. If left blank the system will return with the contract number which resulted in the reprocurement of the listed requisition number.
T-Number	5	Protected. The T-Number (if present) of listed contract from the KONT table.
Reprocure Date	8	Protected. The Reprocure date for the listed contract from the KONT table.
Reprocure Setup Dte	8	Protected. The Reprocure setup date for the listed contract from the KONT table.
S/C	3	Protected. The status code of the listed contract from the KONT table.
Solicitation Number	10	Protected. The solicitation number from the listed contract.

KSTA   **Contracts By Status Code**

```
ENTER FUNCTION: ............ TRANS: KSTA
                                                         DATE:
CONTRACTS BY STATUS CODE TABLE                           TIME:
KEY IS STATUS CODE AND CONTRACT NUMBER                   TERM:

STATUS CODE.........: ... :

  CONTRACT                          TITLE                  CHANGE DATE
 ..........
 ..........
 ..........
 ..........
 ..........
 ..........
 ..........
 ..........
 ..........
 ..........
 ..........
 ..........
 ..........
 ..........
```

Purpose   The purpose of the Contract by Status Code table is to provide the user with a list of contracts and their titles and change dates for the status code specified. Access is granted only to those contracts for which the user has security access.

**Screen
Characteristics**   Inquiry of KONT Table.

**Procedure
Cross-Reference**   Chapter 2 Contract Processing,

                     10.1 Inquiry Process.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Status Code	3	Unprotected. Key. If left blank the system will start the contract list with the smallest status code in the database. If input the system will return the list starting at the status code specified.
Status Code Title	30	Protected. An interpretation of the contract status code from BTAB Table SK (Status Code - Contract).
Contract	14x10	Unprotected. Key. If left blank the system will start the list with the first contract number for the status code specified. If input the system will return the list starting at the contract number specified.
Contract Title	14x40	Protected. The title of the contract as provided from the KONT table.
Change Date	14x8	Protected. The date the contract was last changed.

KSVC   Contract Supplying Vendor by Commodity

```
ENTER FUNCTION: ............ TRANS: KSVC

CONTRACT SUPPLYING VENDOR BY COMMODITY NUMBER                  DATE:
KEY IS COMMODITY NUMBER, ORDER STATUS, CONTRACT NUMBER        TIME:
LINE, CATALOG ITEM/INDICATOR AND SUPPLYING VENDOR            TERM:
COMMODITY NUMBER: ... .. ......:
                                 :
ORDER STATUS....: . :
CONTRACT                                                  DISC % OF
SUPPLYING VEND  LINE   CAT. ITEM/IND    SSU    UOM    U/P    CATALOG
..........     .....  .......... .
......... ..:
BRAND:                    MODEL:
..........     .....  .......... .
......... ..:
BRAND:                    MODEL:
..........     .....  .......... .
......... ..:
BRAND:                    MODEL:
.......... .   .....  .......... .
......... ..:
```

Purpose   The purpose of the Contract Supplying Vendor by Commodity Table is to provide the user
                         with a list of contracts for a supplying vendor. Displayed for each supplying vendor is the
                         ordering status, contract, line number, catalog item code, standard shipping unit, unit of
                         measure, unit price, discount percent off catalog and Brand and Model. Access is granted
                         only to those contracts for which the user has security access.

**Screen
Characteristics**   Inquire KLCT Table.

**Procedure
Cross-Reference**   Chapter 2 Contract Processing,

                         10.1 Inquiry Process.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Commodity Number	3/2/6	Unprotected. Key. If left blank the system will start the contract line number list for the supplying vendor specified. If input the system will return the list for the commodity number specified.
Commodity Description	2x40	Protected. Displays the first two lines of description for the CSPC record.
Ordering Status	1	Unprotected. Key. Ordering status of the KLCT record. If left blank the system will start the contract line list for the supplying vendor specified.
Order Status Title	30	Protected. Displays the ordering status title.
Contract Number 10		Unprotected. Key. If left blank the system will start the contract line number list for the commodity, ordering status and contract number specified. If input the system will return the list for the contract specified.
Line	5	Unprotected. Displays the contract line number associated with the contract number.
Cat. Item/Ind	10/1	Unprotected. Displays the catalog item number and indicator for the specified line number.
Supplying Vendor	9/2	Unprotected. Key. If left blank the system will start the contract line number list for the commodity and ordering status. If input the system will return the list for the supplying vendor specified.
Supplying Vendor Name	30	Unprotected. The name of the supplying vendor from the VEND table.
SSU (Standard Shipping Unit)	8	Protected. Displays the standard shipping unit for the unit of measure specified.
UOM	5	Protected. Displays the unit of measure from the contract line.
U/P	7.5	Protected. Displays the confirmed unit price from the contract line.

Field Completion

Field	Size	Description
Disc % of Catalog	3.3	Protected. Displays the discount percent off catalog from the contract line, if applicable.
Brand	20	Protected. Brand of item on contract.
Model	20	Protected. Model of item on contract.

KTLE   **Contract By Title**

```
ENTER FUNCTION: ............ TRANS: KTLE
                                                    DATE:
CONTRACTS BY TITLE TABLE                            TIME:
KEY IS CONTRACT TITLE LINE 1 AND CONTRACT NUMBER    TERM:

CONTRACT TITLE LINE 1: .....................................

 CONTRACT                        STATUS              CHANGE DATE
 ..........
 ..........
 ..........
 ..........
 ..........
 ..........
 ..........
 ..........
 ..........
 ..........
 ..........
 ..........
 ..........
 ..........
```

Purpose   The purpose of the Contract by Title table is to provide the user with a list of contracts with title matching the one specified. The contract list includes the contract status and its change date. Access is granted only to those contracts for which the user has security access.

Screen Characteristics   Inquiry of KONT Table.

Procedure Cross-Reference   Chapter 2 Contract Processing,

10.1 Inquiry Process.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Contract Title Line 1	40	Unprotected. Key. Optional. If left blank, the system will return a list of contracts starting with the first title in the database. If input, the list will start at the next nearest title specified.
Contract	14x10	Unprotected. Key. Optional. If left blank the system will start the list with the first contract number for the title specified. If input the system will return the list starting at the contract number specified.
Status	14x3	Protected. The status code of the contract as provided from the KONT Table.
Status Code Title	14x30	Protected. The title of the status code as provided from BTAB Table SK (Status Code - Contract).
Change Date	14x8	Protected. The date the status code was last changed.

KTNO   Contracts By T-Number Table

```
ENTER FUNCTION: ............ TRANS: KTNO
                                                        DATE:
CONTRACTS BY T-NUMBER TABLE                              TIME:
KEY IS T-NUMBER, SOLICITATION NUMBER AND CONTRACT NUMBER    TERM:

T-NUMBER: ..... :
SOLICITATION NUMBER:
CONTRACT   STAT VENDOR NAME                     EXP DATE  REPROC DTE
..........
..........
..........
..........
..........
..........
..........
..........
..........
..........
..........
..........
..........
..........
```

Purpose   The purpose of the Contracts by T-Number Table is to provide the user with a list of
                         contracts by T-Number. The contract list includes the contract status, vendor name,
                         expiration date and its reprocurement date. Access is granted only to those contracts for
                         which the user has security access.

**Screen
Characteristics**   Inquiry of KONT Table.

**Procedure
Cross-Reference**   Chapter 2 Contract Processing,

                         10.1 Inquiry Process.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
T-Number	5	Unprotected. Key. Optional. If left blank, the system will return a list of contracts starting with the first t-number in the database. If input, the list will start at that t-number if present in the database.
Solicitation Number	10	Unprotected. Key. Optional. If left blank the system will return the first solicitation number for that T-Number.
T-Number Title	30	Protected. Inferred interpretation of the specified t-number from BTAB Table TA.
Contract	13x10	Unprotected. Key. If left blank, the system will display the first contract awarded under the specified solicitation and T-Number.
Stat	13x3	Protected. The inferred status of the listed contract number from the KONT Table.
Vendor Name	13x30	Protected. The inferred vendor name from the VEND Table for the vendor of the listed contract number.
Exp Date	13x8	Protected. The inferred contract end date from the KONT Table for the listed contract number.
Reproc Dte	13x8	Protected. The inferred re-procurement date from the KONT Table for the listed contract number.

KVCH   **Contract Previous Vendors**

```
ENTER FUNCTION: ........... TRANS: KVCH
                                                           DATE:
CONTRACT PREVIOUS VENDORS INQUIRY                          TIME:
KEY IS CONTRACT NO, VENDOR NO, DATE AND TIME               TERM:

CONTRACT NO: ......... :

 VENDOR
   NO              VENDOR NAME                  DATE     TIME    USER
 ......... ..                             ......... ........
                                          PREVIOUS VENDOR
 REASON      .. ...................................
             ...................................
```

Purpose   The purpose of the Contract Previous Vendors transaction is to provide the user with the
                     capability to add, change and inquire previous vendor codes used for processing contract
                     release orders for a contract. This process is related to active contracts only to facilitate
                     vendor name changes, buyouts, etc. and does not apply to the reprocurement process.
                     Access is based on purchasing agency and is granted only to those contracts which the user
                     has access.

Screen
Characteristics Add, Change and Inquiry of KVCH Table.

Procedure
Cross-Reference Chapter 2 Contract Processing;

                     1.7 Add Contract Vendor Change
                     1.8 Change Contract Vendor Change

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Contract No	10	Unprotected. Key. If left blank, will return the first contract in the database. If input, the system will return with the contract specified or the next higher contract number if the input contract number is not in the database.
Contract Title	2x40	Protected. The two lines of the contract title from the related KONT record.
Vendor No	11	Unprotected. Key. On inquiry, if left blank on the first line, will return the first vendor number in the KVCH table for the input contract number. If input, the system will return the KVCH record data whose vendor number is equal to or greater than the vendor number input.
Vendor Name	2x30	Protected. The first line of the vendor name from the VEND record for the Vendor No.
Date	10	Unprotected. Key. On inquiry, if left blank on the first line, will return KVCH record with oldest date within input vendor number within input contract number. If input, will return KVCH record data whose date is equal to or greater than the date input. Presented in format CCYY MM DD.
Time	8	Unprotected. Key. On inquiry, if left blank on the first line, will return KVCH record with oldest time within input date within vendor number within input contract number. If input, will return KVCH record data whose time is equal to or greater than the time input. Presented in format HH:MM:SS.
User	4	Protected. First four positions of KVCH User ID, indicating the User who changed the vendor number on the related KONT record.
Previous Vendor	11	Protected. Inferred previous vendor of KONT prior to successful processing of KVCH.
Reason	2	Unprotected. Required if reason text is blank. Entry must be valid code in BTAB Table VR (Vendor Reason).

Field Completion

Field	Size	Description
Reason Change Text	2x35	Unprotected. Required if reason code is blank. First line of text must be greater than spaces. If reason code is greater than spaces, text is not required. Change text will default to inferred interpretation of reason code from BTAB VR.

KVCI   Contract Previous Vendors Inquiry

```
ENTER FUNCTION: ............ TRANS: KVCI
                                                           DATE:
CONTRACT PREVIOUS VENDORS INQUIRY                          TIME:
KEY IS CONTRACT NO, VENDOR NO, DATE AND TIME               TERM:

CONTRACT NO: .......... :

 VENDOR
   NO              VENDOR NAME                  DATE      TIME    USER
.......... ..                                .......... ........
                                             PREVIOUS VENDOR
 REASON

.......... ..                                .......... ........
                                             PREVIOUS VENDOR
 REASON

.......... ..                                .......... ........
                                             PREVIOUS VENDOR
 REASON
```

Purpose   The purpose of the Contract Previous Vendors Inquiry transaction is to provide the user with the capability to inquire previous vendor codes used for processing contract vendor changes for a contract. Access is based of purchasing agency and is granted only to those contracts which the user has access.

Screen
Characteristics   Inquiry of KVCH Table.

Procedure
Cross-Reference   Chapter 2 Contract Processing,

                       10.1 Inquiry Process.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Contract No	10	Unprotected. Key. If left blank, will return the first contract in the database. If input, the system will return with the contract specified or the next higher contract number if the input contract number is not in the database.
Contract Title	2x40	Protected. The two lines of the contract title from the related KONT record.
Vendor No	11	Unprotected. Key. On inquiry, if left blank on the first line, will return the first vendor number in the KVCH table for the input contract number. If input, the system will return the KVCH record data whose vendor number is equal to or greater than the vendor number input.
Vendor Name	2x30	Protected. The first line of the vendor name from the VEND record for the Vendor No.
Date	10	Unprotected. Key. On inquiry, if left blank on the first line, will return KVCH record with oldest date within input vendor number within input contract number. If input, will return KVCH record data whose date is equal to or greater than the date input. Presented in format CCYY MM DD.
Time	8	Unprotected. Key. On inquiry, if left blank on the first line, will return KVCH record with oldest time within input date within vendor number within input contract number. If input, will return KVCH record data whose time is equal to or greater than the time input. Presented in format HH:MM:SS.
User	4	Protected. First four positions of KVCH User ID, indicating the User who changed the vendor number on the related KONT record.
Previous Vendor	11	Protected. Inferred previous vendor of KONT prior to successful processing of KVCH.
Reason	2	Protected. Entry must be valid code in BTAB Table VR (Vendor Reason).

Field	Size	Description
<u>Field</u>	<u>Size</u>	<u>Description</u>
Reason Change Text	2x35	Protected. First line of text must be greater than spaces. If reason code is greater than spaces, text is not required. Change text will default to inferred interpretation of reason code from BTAB VR.

KVDL   **Contract Vendor Distribution List Table**

```
ENTER FUNCTION: ............ TRANS: KVDL
CONTRACT VENDOR DISTRIBUTION LIST                                 DATE:
KEY IS CONTRACT NUMBER AND VENDOR NUMBER                          TIME:
                                                                 TERM:
CONTRACT NUMBER..: .......... :

VENDOR NO          VENDOR NAME/CITY/STATE          GEO SERVICE AREA
.......... ..                           ... ... ... ... ... ... ... ...
STATUS..: .                        ,
DISC TERM: ................... DISC %: ..... PERIOD: ... NET: ...
.......... ..                           ... ... ... ... ... ... ... ...
STATUS..: .                        ,
DISC TERM: ................... DISC %: ..... PERIOD: ... NET: ...
.......... ..                           ... ... ... ... ... ... ... ...
STATUS..: .                        ,
DISC TERM: ................... DISC %: ..... PERIOD: ... NET: ...
.......... ..                           ... ... ... ... ... ... ... ...
STATUS..: .                        ,
DISC TERM: ................... DISC %: ..... PERIOD: ... NET: ...
```

Purpose   The purpose of the Contract Vendor Distribution List Table is to provide the user with the capability to add, change, delete and inquire a contract for a list of distributors/supplying vendors along with their geographical service area(s). Access is granted only to those contracts for which the user has security access.

Screen
Characteristics   Add, Change, Delete, Inquire KVDL Table.

Procedure
Cross-Reference   Chapter 2 Contract Processing;

            1.15 Add Contract Vendor Distributor List
            1.16 Change Contract Vendor Distributor List
            1.17 Delete Contract Vendor Distributor List
            1.18 Inquire Contract Vendor Distributor List

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected: Maintained by system. Terminal ID logged on to transaction.
Contract Number	10	Unprotected. Key. Required on Add. Specifies the contract number for which Distribution/Supplying Vendor information is to be entered. On an inquire, if left blank, the system will return with the first contract number in the database.
Contract Title	40	Protected. The title of the contract as provided from the Contract table.
Vendor Number	11	Unprotected. Key. Required on Add. Specifies the Distribution/Supplying Vendor(s) for the contract. On an inquire, if left blank, the system will return with the first vendor number in the database for the contract specified.
Status	1	Unprotected. Specifies the status of the Distribution/Supplying Vendor. Entries must be valid in BTAB "SV" table.
Vendor Name/ City/State	30/2	Protected. Inferred first line of the vendor name from the VEND Table. The Vendor's City and State location inferred from the VADR record.
GEO Service Area	3/8	Unprotected. Required on Add. Specifies the Geographical Service Area the vendor will service (deliver to) for the specified contract. On an inquire, if left blank, the system will return with the GEO Service Area(s) for the contract and vendor specified.
Prompt Pay Disc	20	Unprotected. Optional. Defaults to NONE on add. Specifies the vendor's prompt payment discount terms.
Disc %	3.2	Unprotected. Required if "PROMPT PAY DISC" IS NOT "NET" or "NONE"
Period	3	Unprotected. Required if the "DISC %" is populated.
Net	3	Unprotected. Required if the "PERIOD" is populated.

KVNO   Contracts By Vendor Number Table

```
ENTER FUNCTION: ............ TRANS: KVNO
                                                   DATE:
CONTRACTS BY VENDOR NUMBER TABLE                   TIME:
KEY IS VENDOR NUMBER AND CONTRACT NUMBER           TERM:

VENDOR.......: ......... .. :

                                           KONT ORD   EXP
    CONTRACT            TITLE              STAT STAT  DATE
    ..........
    ..........
    ..........
    ..........
    ..........
    ..........
    ..........
    ..........
    ..........
    ..........
    ..........
    ..........
    ..........
    ..........
```

Purpose   The purpose of the Contracts by Vendor Number table is to provide the user with a list of
                         contracts and their titles for the vendor specified. Should the user require further detail for a
                         specific contract the user can leaf to the Contract table and obtain whatever detail is required.

**Screen
Characteristics**   Inquiry of KONT Table.

**Procedure
Cross-Reference**   Chapter 2 Contract Processing,

                         10.1 Inquiry Process.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Vendor	11	Unprotected. Key. If left blank the system will start with the first vendor in the table. If input the system will return with contract numbers for the vendor number requested.
Vendor Title	30	Protected. The title of the vendor from the VEND table.
Contract	14x10	Unprotected. Key. If left blank the system will start with the first contract for the vendor indicated. If input the system will return the list starting at the contract indicated.
Contract Title	14x40	Protected. The title of the contract number for the KONT table.
KONT Stat	14x3	Protected. Inferred contract record status from the KONT Table.
ORD Stat	14x1	Protected. Inferred contract record ordering status from the KONT Table.
Exp Date	14x8	Protected. Inferred contract end date from the KONT Table.

KVTX   Contract Vendor Text Table #1

```
ENTER FUNCTION: ............ TRANS: KVTX
                                                            DATE:
CONTRACT VENDOR TEXT TABLE                                  TIME:
KEY IS CONTRACT NUMBER AND CONTRACT LINE                    TERM:

CONTRACT NUMBER....: .......... :
CONTRACT LINE......: .....
LINE STATUS........:            :
TEXT ACTION......: .  LINE NUMBER: ....  LINE TOTAL:

        ---------1---------2---------3---------4
        ........................................
        ........................................
        ........................................
        ........................................
        ........................................
        ........................................
        ........................................
        ........................................
        ........................................
```

Purpose   The purpose of the Contract Vendor Text Table #1 is to provide the user with the ability to record vendor information with respect to a specific contract line. Text found here was transcribed from the Requisition Vendor Text table and can be further edited as desired by the user. Text entered at this point will be carried forward to and printed as part of the corresponding contract line. Format is free form and will be printed exactly as the user enters it here.

**Screen
Characteristics**   Add, Change, Delete/Insert and Inquiry of KVTX Table.

**Procedure
Cross-Reference**   Chapter 2 Contract Processing;

                       2.9 Add Contract Vendor Text
                       2.10 Change Contract Vendor Text
                       2.11 Delete/Insert Contract Vendor Text
                       2.12 Inquire Contract Vendor Text

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Contract Number	10	Unprotected. Key. Required. Specifies the contract number for which vendor text will be added or viewed.
Contract Title	40	Protected. The contract title as provided from the KONT Table.
Contract Line	5	Unprotected. Key. Required. Specifies the contract line number for which vendor text will be added or viewed.
Line Status	3	Protected. The status for the line from the KLIN table.
Contract Line Status Title	30	Protected. As interpreted from the BTAB table SK (Status code - Contract).
Text Action	1	Unprotected. Must be a valid text action code. Valid codes are: T - Top B - Bottom U - Page up D - Page down R - Relative I - Insert X - Delete
Line Number	4	Unprotected. Used with text action **R** to indicate the relative number of lines to scroll.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.
Text Line	9x40	Unprotected. Free form text line at the users discretion. A '.' in the first position indicates a null line. Null lines are not allowed at the beginning of text lines or between text lines. Blank lines are created by changing the '.' to a space.

KVT2   THIS SCREEN NO LONGER AVAILABLE

```
ENTER FUNCTION: ............ TRANS: KVT2
                                                     DATE:
CONTRACT VENDOR TEXT TABLE  #2                       TIME:
KEY IS CONTRACT NUMBER AND CONTRACT LINE             TERM:

CONTRACT NUMBER....: .......... :
CONTRACT LINE......: .....
LINE STATUS........:              :
SCROLL ACTION......:    LINE NUMBER:      LINE TOTAL:

ACT       ---------1---------2---------3---------4
..
..
..
..
..
..
..
..
..
```

Purpose   The purpose of the Contract Vendor Text Table #2 is to provide the user with the ability to insert or delete lines of text from the Contract Vendor Text Table #1 (KVTX). Access to this table can only be achieved by leafing from KVTX. When appropriate action has been indicated, the system will automatically return to KVTX upon depressing enter key to process the indicated action.

Screen
Characteristics   Delete/Insert of KVTX Table.

Procedure
Cross-Reference   Chapter 2 Contract Processing,

                 2.11 Delete/Insert Contract Vendor Text.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Contract Number	10	Protected. Key. Specifies the contract number for which vendor text will be inserted or deleted.
Contract Title	40	Protected. The contract title as provided from the KONT Table.
Contract Line	5	Protected. Key. Specifies the contract line number for which vendor text will be inserted or deleted.
Line Status	3	Protected. This is the status code from the KLIN Table.
Contract Line Status Title	30	Protected. The interpretation of the status from BTAB Table SK (Status Code - Contract)
Scroll Action	1	Protected. Must be a valid scroll action code. Valid codes are: T - Top B - Bottom U - Page up D - Page down R - Relative.
Line Number	4	Protected. Used with scroll action **R** to indicate the relative number of lines to scroll.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.
Act(ion Code)	9x2	Unprotected. **I** indicates insertion which will occur after the line. **D** is used to indicate delete. **D** followed by a number will cause a delete of that many lines. The number of delete lines cannot be greater than the number of lines displayed on the screen from the point of delete.

Field Completion

Field	Size	Description
Text Line	9x40	Protected. A display of text carried forward from the KVTX screen. Any change action will cause the screen to return to KVTX with the appropriate action taken.